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Personnel

**AIR FORCE MILITARY PERSONNEL TESTING
SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-26, *Military Force Management*, and Department of Defense Instruction 7280.3, *Special Pay for Foreign Language Proficiency*. It prescribes all procedures for administering the Air Force Military Personnel Testing System and Foreign Language Proficiency Pay (FLPP) program. Included are operating and administrative procedures, test administration and scoring processes, test control and security, and specific information and procedures for each personnel test available (see **Attachment 2** through **Attachment 14**). This instruction applies to all components of the Air Force and is affected by the Privacy Act of 1974. The authority to request and maintain the data prescribed in this instruction is Title 10, United States Code (U.S.C.), Section 8013. The following systems of records apply: F035 MPC R, *Air Force Personnel Test 851, Test Answer Sheets*; F035 MPC L, *Historical Airman Promotion Master File (MTF)*; F035 AF MP H, *Air Force Enlistment/Commissioning Records System*; F035 AF MP C, *Military Personnel Records System*; and F177 AF AFC D, *Joint Uniform Military Pay System (JUMPS)*. Failure to observe prohibitions and mandatory provisions in **Chapter 5** of this instruction by military personnel is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Such failures by civilian personnel constitute a violation of Air Force Instruction (AFI) 36-704, *Discipline and Adverse Actions (PA)*. Refer to **Attachment 1** for the glossary. Process supplements that affect any military personnel function as shown in AFI 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8).

SUMMARY OF CHANGES

This is the first publication of AFI 36-2605 significantly revising and incorporating AFR 35-8, *Air Force Military Personnel Testing System*; AFR 30-17, *Safeguarding Controlled Item (Test Material) Information*; and AFR 35-13, *Foreign Language Proficiency Pay*. This instruction deletes the Radio Communications Analysis Test (RCAT), Apprentice Knowledge Test (AKT), Criterion-referenced Test (CRT), USAF Standard Teletypewriting Test, and USAF Standard

Typewriting Evaluation; authorizes special test control officers (STCO) access to test material; authorizes major command (MAJCOM) TCOs to approve certain Air Force Officer Qualifying Test (AFOQT) retest requests; reduces mandatory test inventories to three per year; deletes the requirement for language proficiency testing every 3 years; changes the designation "CONTROLLED ITEM (Test Material)" to "CONTROLLED TEST MATERIAL", and explains procedures for promotion testing deployed personnel."

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Chapter 1

IMPLEMENTING THE SYSTEM

Section 1A—Overview

1.1. Need for Testing . The Air Force Military Personnel Testing System helps identify the right person for the right job. The Air Force uses the system to select and classify individuals, and assess their skills and knowledge in various areas. In general, tests help promote better personnel management. The Air Force Military Personnel Testing System provides instruments to measure aptitudes, knowledge, and other abilities. This information is combined with other factors such as duty performance, experience, training, and supervisor and personal interviews. The Air Force Military Personnel Testing System is divided into three programs to cover different phases of the personnel life cycle:

1.1.1. Procurement and Aptitude Testing . It includes all tests for selecting airmen and officers for service in the Air Force and its components. It provides a basis for selecting, classifying, training, and assigning personnel by indicating how well an individual will do in an Air Force training program.

1.1.2. Promotion Testing. It includes all tests used to determine the specialty and military knowledge of airmen for use in promotion decisions. Airmen must take these tests to be considered under the Weighted Airman Promotion System (WAPS) and the Senior Noncommissioned Officer (SNCO) Promotion Program.

1.1.3. Proficiency Testing. It includes all tests used to identify airmen who have reached a level of proficiency required in some special area such as a career specialty or a foreign language. Tests not included in this program are proficiency tests used to certify qualification within a single career field (such as drug and alcohol counselor or flight surgeon certification tests), or Career Development Course (CDC) review tests.

1.2. Securing Test Materials . The security of all testing materials and programs is of the highest priority. To afford all individuals an equal opportunity to accurately demonstrate their aptitude, knowledge, and skills, the Air Force Military Personnel Testing System mandates standardized testing procedures and conditions. **Chapter 5** of this instruction describes test compromises and procedures necessary for securing and safeguarding test materials.

Section 1B—Duties

1.3. Headquarters United States Air Force/Deputy Chief of Staff, Personnel; Directorate for Military Personnel Policy (HQ USAF/DPX) develops plans and policies for the Air Force Military Personnel Testing Programs in this instruction.

1.4. Secretary of the Air Force/Directorate of Information Management (SAF/ AAIA):

- Publishes and distributes tests on a timely basis according to Headquarters Air Force Military Personnel Center, Testing Branch (HQ AFMPC/DPMYMT) guidance.
- Processes requisitions from authorized test control officers (TCO) according to Air Force Index (AFIND) 7, *Index of Air Force Personnel Tests*, and this instruction. Makes initial distribution of Air Force personnel tests (AFPT) according to distribution information from the Air Force Occu-

pational Measurement Squadron, Occupational Test Development Flight (AFOMS/OMD) and HQ AFMPC/DPMYMT.

- Provides an inventory system at the Air Force Publishing Distribution Center, Air Force Liaison Office (AFPDC/AFLO) to control and account for all tests issued to each TCO.
- Prepares and distributes test materials inventories (TMI) of all accountable AFPTs to each test control office TCO.
- Reviews and approves production standards, printing, and packaging specifications for all AFPTs.
- Procures and distributes Air Force publications, other than Air Education and Training Command (AETC)-published materials, used as study references.
- Prints scannable AFPTs for HQ AFMPC/DPMYMT.

1.5. Headquarters Air Force Military Personnel Center (HQ AFMPC):

1.5.1. Testing Branch (HQ AFMPC/DPMYMT):

- Develops procedures to implement and monitor all programs in the Air Force Military Personnel Testing System.
- Establishes procedures for securing and safeguarding test materials.
- Approves waiver actions for Specialty Knowledge Tests (SKT) and Promotion Fitness Examinations (PFE) for all Air Force specialties (AFS) and subpopulations of AFSs. Approves all other SKT/PFE exemptions except for individual exemptions.
- Assists AFOMS in administering the subject-matter expert (SME) program supporting promotion test development.
- Establishes an Air Force-wide test control and administration system. Serves as the Air Force TCO who directs the activities of this worldwide network of TCOs.
- Establishes, approves, and coordinates all changes to procedures for development, revision, administration, validation, and use of all new and existing AFPTs.

1.5.2. Airman Promotions Branch (HQ AFMPC/ DPMAJW):

- Operates a promotion testing and reporting system to support the WAPS and SNCO Promotion Program. Receives and scores all answer sheets for promotion tests.
- Analyzes promotion test results to detect any nonstandard test administrations. Provides DPMYMT copies of high-score rosters after completion of each promotion cycle.
- Sends a copy of the promotion test analysis tape to Armstrong Laboratory, Manpower and Personnel Division (AL/HRM), after each promotion scoring run.
- Sends a copy of the master eligibility file to AL within 30 days after each promotion scoring run.
- Provides HQ AFMPC/DPMYMT pertinent information and analyses to support test compromise investigations.

1.5.3. Training Branch (HQ AFMPC/DPMYME):

- Manages ordering and distribution of WAPS reference materials with assistance from HQ AFMPC/DPMYMT.
- Assists in the development and coordination of the WAPS Catalog.

1.5.4. Airman Classification Branch (HQ AFMPC/ DPMYMC) furnishes proposed changes to AFMAN 36-2108, *Airman Classification* (formerly AFR 39-1), to HQ AFMPC/DPMYMT and AFOMS/OMD for evaluation of impacts on testing programs.

1.6. All Major Command Directors of Personnel (MAJCOM DP), including AFRES:

- Secure and safeguard all test materials under their control. MAJCOM TCOs will normally delegate the authority to safeguard materials to TCOs within their MAJCOMs only. They will delegate this authority to TCOs outside their commands only when they judge this to be in the best interest of the Air Force.
- Monitor test administration at installations under their command and at MAJCOM-gained Air National Guard (ANG) units. MAJCOMs will enforce test security and procedures in this instruction at all testing locations under their command.
- Comply with SME levies in the USAF Program Technical Training (PTT) to support promotion test development at AFOMS/OMD. Select SMEs who are technical experts in their AFS.
- Manage base-level WAPS study references through their training and education divisions.
- Ensure subordinate units comply with instructions issued by HQ AFMPC/DPMYMT, HQ AFMPC/DPMAJW, AFOMS/OMD, and the Pilot Candidate Selection Method (PCSM) Program Management Office for Basic Attributes Test (BAT) administration.
- Furnish the command Inspector General (IG) staff with topics on test administration and security for review during visits and inspections of subordinate units.
- Appoint a command TCO.

1.6.1. Command TCOs will:

- Maintain control over individual command accounts to safeguard all CONTROLLED TEST MATERIAL.
- Develop training programs for subordinate test administration personnel to ensure compliance with all specified testing procedures emphasizing test security.
- Control transfer of CONTROLLED TEST MATERIAL between TCOs within and outside their command.
- Verify TMIs are accomplished accurately and on time.
- Oversee conduct and monitor status of test compromise investigations.

1.7. Air Force Materiel Command, Armstrong Laboratory, AL:

- Plans and conducts research in support of proposed and current tests within the Air Force Military Personnel Testing System as requested by HQ AFMPC/DPMYMT, HQ USAF/DPXET, and other agencies. Performs required analyses and makes recommendations to affected agencies.
- Develops, revises, analyzes, and evaluates the selection and classification tests and associated materials as requested by HQ AFMPC/DPMYMT and other agencies.
- Establishes internal controls to safeguard CONTROLLED TEST MATERIAL, including system security for tests and data maintained at the AL.

1.8. Air Education and Training Command (AETC):

1.8.1. AFOMS/OMD:

- Develops, revises, and publishes airman promotion tests (SKTs, PFEs, and USAF Supervisory Examinations (USAFSE)), other tests, and related materials as specified by HQ AFMPC/DPMYMT. Prepares all tests and related materials such as administration manuals in camera-ready format for printing. Normally develops SKTs within 1 year of the date of the specialty training standard (STS) or career field education and training plan (CFETP), if the STS or CFETP is current and valid. Maintains compatibility among STSs, CFETPs, CDCs, occupational survey data, and SKTs.
- Schedules, monitors, and coordinates test development projects with Air Force career field managers in response to AFMAN 36-2108 changes and annual test revision requirements.
- Maintains a master directory of all Air Force TCO accounts and manages the worldwide network of TCOs for HQ AFMPC/DPMYMT. Provides TCOs periodic instructions for administering tests and other information on testing programs through ALL-TCO memorandums and messages with coordination from HQ AFMPC/DPMYMT.
- Produces tests meeting the commonly accepted standards of the professional testing community. Identifies research needs and uses in-house resources or outside research activities to meet those needs.
- Provides information to HQ AFMPC/DPMYMT and HQ AFMPC/DPMAJW on required promotion test waiver actions.
- Keeps record copies of all tests until no longer needed for test development research (generally not to exceed 5 years). Maintains an inventory of all current and obsolete promotion test materials and performs an annual inventory of these materials.
- Revises all promotion tests at least once a year. Accelerates revisions to accommodate AFS or study reference changes.
- Creates and announces test development schedules and requirements for SME support in the USAF PTT. Sends HQ AFMPC/DPMYMT a memorandum advising of PFE and USAFSE SME requirements at least 120 days in advance of the test development project date. Notifies MAJCOMs, field operating agencies (FOA), and training wings (TRW) of any change in the test schedule in the USAF PTT that is within 6 months of the current date. When discrepancies or disagreements arise, the MAJCOM, FOA, or TRW must contact AFOMS/OMDQS or HQ AFMPC/DPMYMT for resolution. Advises HQ AFMPC Airman Management Division (DPMRA) if their support is required for SME levies.
- Gives a list of all SKT, PFE, and USAFSE study references in camera-ready format to the Extension Course Institute (ECI) for inclusion in Part One of the WAPS Catalog.
- Coordinates all test development, publications, waivers, and item deletions with HQ AFMPC/DPMYMT and HQ AFMPC/DPMAJW. Also coordinates with these offices on periodic development of test administration instructions and related guidance for TCOs.
- Limits the use of references that supplement CDCs or specialized courses (SC). Obtains all publications required to support test development projects. Schedules test development to accommodate availability of study references.
- Prepares AFIND 7 with help from HQ AFMPC/DPMYMT. Forwards a camera-ready copy to HQ AFMPC/DPMYMT for publication at least 75 days in advance of the 1 January annual publication date.

- Gives the AFPDC all required information for initial distribution of promotion tests to TCOs. Provides all printed material and distribution lists to the AFPDC at least 60 days prior to start of the testing cycles. Distribution lists must contain organization designation, functional address symbol, street number, building/room number, and zip plus 4 (overseas units must include box number, unit number, and zip plus 4).
- Coordinates with the ECI and other activities to ensure the availability of all study references for WAPS libraries and work centers. Study references must be available Air Force-wide before test administration.
- Keeps a listing of tests used in WAPS and the SNCO Promotion Program. Compiles a listing of WAPS tests to be given each cycle and forwards it to base-level TCOs on 1 October each year.
- Determines special equipment, including calculators, required for SKT administration. Coordinates use of special equipment with appropriate MAJCOMs and career field functional managers. Provides information to TCOs for ordering special equipment and other special requirements for testing.
- Gives HQ AFMPC/DPMajW all information for scoring of promotion tests, including item deletions.
- Analyzes suspected test materials (refer to **Attachment 1**) to support test compromise investigations.

1.8.2. Training Wings (TRW):

- The TRWs at Keesler AFB MS and Lackland AFB TX provide officer and airman trainee subjects to the AL to support experimental testing for research and development.
- All TRWs provide CDC writers and other training specialists, as levied in the USAF PTT, to support SKT development at AFOMS/OMD.
- All TRWs provide manuscript copies of CDCs to AFOMS/OMD in time to support SKT development.

1.8.3. Extension Course Institute (Air University):

- Establishes and implements all procedures necessary to process, publish, publicize, and distribute the CDCs and SCs required to support WAPS testing in a timely manner.
- Coordinates with AFOMS/OMD on curriculum changes, and CDC and SC activations or deactivations to ensure courses are available to support WAPS testing.
- After coordinating with AFOMS/OMD and HQ AFMPC/DPMYMT, issues periodic instructions to personnel offices governing requisition of CDCs and SCs for support of WAPS testing.
- Provides all information for Part Two of the WAPS Catalog. Prints and distributes the WAPS Catalog in coordination with AFOMS, HQ AFMPC/DPMYME, and HQ AFMPC/DPMYMT. Notifies personnel offices of changes after publication.
- Assists AFOMS/OMD in establishing requirements for any Air Force or MAJCOM publications used to write promotion tests.

1.9. USAF Academy. The Academy uses the AFOQT and BAT in the USAF Academy pilot selection program. Coordinates with HQ AFMPC/DPMYMT on all issues associated with these testing programs.

1.10. Installation Commanders, Mission Support Squadron (MSSQ) Commanders, and Base DPs. (All references to installation commanders, MSSQ commanders, base DPs, or base flight chiefs also apply to ANG base detachment commanders or station commanders; appropriate HQ Air Force Recruiting Service (HQ AFRS) directors or AFRS group and squadron commanders; and Air Force Reserve Officer Training Corps (AFROTC) detachment commanders.) Help manage the Air Force Military Personnel Testing System, giving special attention to test security and training. Responsible for the testing programs conducted under their authority.

1.11. Unit Commanders:

- Appoint a unit WAPS monitor by memorandum and forward an information copy to the base WAPS monitor.
- Publicize the WAPS study reference program.
- Request training for the WAPS monitor from the Military Personnel Flight (MPF).

1.12. Military Personnel Flights (MPF):

- Review procedures with the TCO and test examiner (TE) to ensure they understand their responsibilities. This includes special TCOs (STCO) who administer tests at tenant units and geographically separated units (GSU) they service. The MPF chief directs the promotion testing program to include ordering and distributing study reference materials. The MPF chief manages administration of the Foreign Language Proficiency Pay (FLPP) program.
- Appoint one or more base WAPS monitors to coordinate and manage the WAPS program. Provide training to unit WAPS monitors upon appointment.
- Before each testing cycle begins, publicize through various base media (base bulletin, newspaper, commander's calls, etc.) the purpose of WAPS libraries and the individual responsibilities in this instruction.
- Comply with SME selection procedures.

1.13. TCOs and TEs at Base-level Organizations:

- Follow all procedures in this instruction; AFIND 7; AFI 37-133 volume 2, *Disposition of Air Force Records--Records Disposition Schedule* (formerly AFR 4-20); and all other procedural guidance issued by HQ AFMPC/DPMYMT, AFOMS/OMD, HQ AFMPC/DPMAJW, and the PCSM Program Management Office.
- Maintain adequate testing and scoring facilities.
- Track and submit test material requirements and requisitions to support all testing programs.
- Personally receive and account for all test materials from the AFPDC or other authorized activities.
- Control and safeguard all test materials.
- Schedule examinees and conduct testing.
- Jointly conduct February and October TMIs.
- Arrange for unit commanders to interview all SMEs chosen for test development duties at AFOMS before departure. Provide unit commanders with appropriate information for their interviews to ensure each SME is qualified to develop tests.

- Process queries from examinees on current WAPS and associated tests.
- Test Air Force Office of Special Investigations (AFOSI) special agents separately from other examinees.

1.14. Base-level TCOs. TCOs have certain responsibilities that are separate and unique from those of the TE. At a minimum, the TCO will:

- Screen and certify requisitions for test materials before submitting the requisitions to AFPDC.
- Conduct the June TMI with an impartial official.
- Upon appointment of a new TCO, inventory by copy number and sign over to the new TCO all test materials. The new TCO must take part in this inventory to verify the presence of all tests and sign the inventory document. The TCO will conduct similar audits when the TE is replaced. Maintain copies of all TMIs per AFI 37-133, volume 2.
- Select TEs that possess unquestionable integrity, maturity, and the ability to maintain test security.
- Establish training programs on testing procedures.
- Report instances of test material loss or suspected compromise according to **Chapter 5**.
- Periodically attend TE-conducted test administration sessions to ensure quality and consistency.
- Oversee administration of the FLPP program.

1.15. Base-level TEs. TEs have certain responsibilities that are separate and unique from those of the TCO. At a minimum, the TE will:

- Supervise all testing sessions.
- Schedule testing sessions, requisition special equipment necessary for tests, prepare the testing room before testing sessions, and conduct testing sessions following test administration procedures and guidance.
- Prepare and mail answer sheets according to **Table 3.1**.
- Follow proper procedures to hand score tests.
- Brief test proctors on their duties in the testing room and requirements for safeguarding CONTROLLED TEST MATERIAL.
- Administer the FLPP program according to procedures in attachment 12 and Air Staff policies.

1.16. ANG and Air Force Reserves (AFRES) Personnel Testing Program:

1.16.1. ANG and AFRES Personnel Offices administer their own testing programs. However, in certain cases, they may obtain support from a collocated active-duty MPF. ANG and AFRES TCOs must maintain only tests for which they have a recurring need. The active-duty MPF may loan common usage and infrequently administered tests if authorized for ANG or AFRES use. Active-duty TEs may schedule ANG or AFRES personnel to test with active-duty members during normal duty hours.

1.16.2. MAJCOMs Gaining ANG Units may name Air Force advisors to ANG units as TCOs to administer and control the testing of ANG personnel. These TCOs may use ANG personnel to give and score tests in the ANG program if the ANG unit commander concurs. If an Air Force advisor is

not appointed as TCO, the gaining MAJCOM must designate a qualified ANG technician to serve as TCO.

1.16.3. HQ AFRES. The HQ AFRES TCO must verify that all AFRES TCOs comply with procedures in this instruction.

1.17. Individual Responsibilities:

1.17.1. Individuals must understand all provisions of test compromise in **Chapter 5** and not give out any information gained through testing to unauthorized individuals.

1.17.2. Before and during testing, examinees will follow all instructions. All examinees must inform the TE of any mental or physical condition that may prevent them from doing their best or finishing testing.

1.17.3. Examinees must wear an authorized uniform or the uniform of the day (AFOSI agents may be tested in civilian clothes).

1.17.4. For promotion testing, individuals must:

- Know their promotion eligibility status.
- Maintain their specialty and military qualifications to retain their eligibility.
- Use self-initiated programs of individual study and effort to advance their career under WAPS.
- Obtain and study all current study references specified for a particular promotion cycle.
- Review the annual WAPS Catalog to check availability and receipt of correct study references.

Chapter 2

MANAGING TEST FACILITIES AND PERSONNEL

2.1. Introduction. Each area of the testing system operation must be standardized to ensure consistency and fairness. Examinees are highly sensitive to fairness and equity in testing because their scores affect their careers. The following procedures protect the system, the individual, and the Air Force.

2.2. Establishing a Test Facility:

2.2.1. Forward a request through local channels to the MAJCOM TCO containing the following information.

- Testing requirements.
- Estimated monthly volume of testing by AFPT number.
- Proposed procedures to maintain security and safeguard test materials, including a description of the security containers.
- Compliance of testing facilities with standards in this instruction.
- Availability of a qualified TCO and one or more TEs.
- If a unit is other than an MPF, rationale why the supporting MPF cannot provide testing support.

2.2.2. If the MAJCOM TCO approves the request, forward the documentation to AFOMS/OMD with an information copy to HQ AFMPC/DPMYMT. AFOMS/ OMD will assign an account number and inform AFPDC/ AFLO, HQ AFMPC/DPMYMT, HQ AFMPC/DPMAJW, and the MAJCOM TCO. This action places the facility on the master TCO list and allows the TCO and TE to order required test materials.

2.2.3. ANG and AFRES TCOs in units located on active duty bases must make host-tenant agreements with active-duty TCOs to use base testing facilities when adequate facilities are not available in the ANG or AFRES units.

2.3. Test Facility Conditions:

2.3.1. TCOs and TEs will use testing facilities that meet acceptable conditions for testing. At a minimum, they must:

- Ensure the testing room is quiet by contacting the local bioenvironmental engineer to measure testing room noise levels. Recommended noise level range for testing facilities is 40 to 45dB(A) and must never exceed 60dB(A). This office can also recommend required acoustic treatments to bring noise levels within the recommended range. Never administer tests in locations where ordinary business is being conducted.
- Provide adequate, comfortable lighting for the room and working surfaces. Avoid shadows and strong glare on working surfaces.
- Control the ventilation, temperature, and humidity to provide for examinees' comfort. Do not conduct testing when environmental conditions interfere with concentration.
- Prohibit smoking, eating, and drinking in the testing room.

- Arrange the testing room so the TE can see and hear all examinees continually during testing sessions. The TE will not be separated from examinees by a partition or window. Do not use desks or tables with partitions such as study carrels. The BAT is the only exception. However, large tables can be used with nonglass partitions of adequate height to separate examinees as long as they do not obstruct the TE's view. Place examinees far enough apart to prevent cheating. Allow an overall space of 15 square feet per examinee including space for the control aisle and aisles for proctoring. Refer to AFPAM 36-2620, *Air Force Military Personnel Testing*, for an illustration of how a testing room may be arranged.
- Provide a working surface for each examinee that is flat, smooth, free from cracks, and provides enough space so that materials do not overlap. Give additional space to examinees taking tests requiring large working areas such as those requiring use of maps or charts.
- Do not conduct testing in facilities that fail to meet the minimum standards unless you have a waiver to do so. Requests for waiver of any minimum standard must include justification and a complete summary of actions being taken to correct deficiencies. Forward the request through the MAJCOM TCO to HQ AFMPC/DPMYMT. MAJCOM TCO may disapprove.

2.4. Closing a Test Facility:

2.4.1. When a testing facility is closing, the MAJCOM TCO must notify SAF/AFLO, AFOMS/OMD, HQ AFMPC/DPMAJW, and HQ AFMPC/DPMYMT. AFOMS/OMD then deletes the test facility from the master directory and SAF/AFLO deletes the account from their list and cancels requisitions.

2.4.2. Before a TCO account closes, the TCO must destroy or transfer all test materials. Complete destruction certificates and send them to SAF/AFLO after destruction of CONTROLLED TEST MATERIAL. If there is a requirement for transfer of materials to another TCO, the MAJCOM TCO controlling the deactivated test facility must follow procedures in paragraph 4.4..

2.5. Appointing and Relieving TCOs. All subordinate units authorized to use tests listed in this instruction and AFIND 7 will appoint a TCO.

2.5.1. The MPF chief or AFROTC detachment commander appoints and relieves a TCO by memorandum. Forward a copy of the memorandum to the MAJCOM TCO, HQ AFMPC/DPMYMT, HQ AFMPC/DPMAJW, AFOMS/OMD, and SAF/AFLO. Appoint a new TCO if the current TCO is absent for a time period which affects TCO duties. The MPF chief may reappoint the TCO after return from the absence. The TCO will be an individual other than the TE in all cases. MPF chiefs will ensure TCOs have the right qualifications (integrity, maturity, adequate communication skills, prior knowledge of testing, and ability to comply with procedures in this instruction). MAJCOM TCOs monitor appointments of TCOs under their command to ensure qualifications are met.

2.5.2. Appoint only one TCO per TCO account. Do not appoint an alternate, temporary, or emergency TCO.

2.5.3. Military TCOs must be a CMSgt selectee or higher to control the USAFSE. Appoint a MSgt selectee or higher as TCO for all other military personnel tests.

2.5.4. Military TCOs must possess a personnel AFS. AFROTC units, Military Entrance Processing Stations (MEPS), and recruiting activities are exempt from this requirement.

2.5.5. Civilians may serve as TCOs. Civilian TCOs should hold the grade of GS-5 or higher. Take extra care when checking qualifications of civilian TCOs since their appointments will generally be longer than for military TCOs.

2.5.6. Unless HQ AFMPC/DPMYMT approves in advance, TCOs will not take an AFPT within 6 months from the date they last had access to that particular AFPT. Requests for a waiver to this requirement must contain the date the TCO last had access to the AFPT, the length of time served as TCO, and the testing requirement. Forward the request through the MAJCOM TCO to HQ AFMPC/DPMYMT. Only HQ AFMPC/DPMYMT may approve these requests. MAJCOM TCO may disapprove them.

2.6. Appointing and Relieving TEs:

2.6.1. The MPF chief or AFROTC detachment commander appoints and relieves TEs by memorandum. Forward a copy of the memorandum to the MAJCOM TCO, HQ AFMPC/DPMYMT, HQ AFMPC/DPMAJW, AFOMS/OMD, and SAF/AFLO.

2.6.2. Appoint multiple TEs for a TCO account only when absolutely necessary to accommodate a large testing requirement. Keep the number of appointed TEs at a minimum.

2.6.3. Military TEs must be a CMSgt selectee or higher for access to the USAFSE, MSgt selectee or higher for access to the SKT and PFE, and SSgt selectee or higher for access to all other military personnel tests described in this instruction.

2.6.4. TEs must possess a personnel AFS. AFROTC units, MEPS, and recruiting activities are exempt from this requirement.

2.6.5. Fully qualified civilians (GS-4 or higher) may serve as TEs. MAJCOM TCOs monitor all appointments of TEs under their command to ensure qualifications are met.

2.6.6. People on an Air Force contract may be TEs. The base DP or MSSQ/CC submits a request for contract TEs through the MAJCOM TCO for approval. Include a copy of the contract with the request. The contract must contain a clause requiring safeguarding of CONTROLLED TEST MATERIAL. These personnel must also meet the qualifications for military and civilian TEs.

2.6.7. Unless HQ AFMPC/DPMYMT approves in advance, TEs will not take an AFPT within 6 months from the date they last had access to that particular AFPT. Requests for a waiver to this requirement must contain the date the TE last had access to the AFPT, the length of time served as TE, and the testing requirement. Forward the request through the MAJCOM TCO to HQ AFMPC/DPMYMT. Only HQ AFMPC/DPMYMT may approve these requests. MAJCOM TCO may disapprove them.

2.7. Appointing and Relieving Test Proctors. The TCO or TE verbally appoints and relieves test proctors. Do not allow proctors access to actual test material (front cover only). They can only distribute and collect materials with test booklets closed.

- Appoint military test proctors for promotion testing who are at least equivalent to the grade being tested, regardless of AFS.
- Appoint military test proctors for all testing other than promotion testing who are at least a SSgt selectee.
- Appoint civilians to proctor any test administration.

- Determine the minimum number of proctors based on the number of examinees and layout of the testing room. As a minimum, in addition to the TE, use 1 proctor for 31 to 50 examinees; 2 proctors for 51 to 75 examinees; and 1 additional proctor for every 25 examinees when testing 76 or more examinees at one time. TEs may appoint additional proctors to maintain control and security during testing in unique situations.

2.8. Training Test Administration Personnel. MAJCOM and base-level TCOs must train people to administer their testing programs and maintain test security. MAJCOM TCOs must train their base-level TCOs upon appointment. Base-level TCOs must train their TEs upon appointment. Test administration personnel will use this instruction and the applicable test administration instruction manuals as guides for training. MAJCOM TCO instructions and local guidance are also appropriate for use in training programs. Refer to AFPAM 36-2620 for more guidance.

2.9. Recommending Enhancements or Changes to the Air Force Military Personnel Testing System:

- 2.9.1. Surface any problems with or improvements to the Air Force Military Personnel Testing System through the MAJCOM TCO to HQ AFMPC/DPMYMT. Include details of the revised or proposed use of the AFPT and explain why the proposed change is in the best interest of the Air Force.
- 2.9.2. Forward requests to develop or implement a new personnel test to HQ AFMPC/DPMYMT for review and Air Staff coordination. HQ USAF/DPXET approves these requests. Include details about the type and size of the group to be tested, the results expected, and any other facts about the proposed test.

Chapter 3

ADMINISTERING TESTS

3.1. Standardizing Test Administration. Test administration personnel must administer all AFPTs in the Air Force Military Personnel Testing System under uniform conditions using standardized procedures. Use the procedures in this chapter plus the additional instructions in each administration manual.

3.2. Preparing to Administer Tests. Before administering an AFPT, the TE must:

- Check each test booklet page-by-page for printing errors, missing or blank pages, or any other defect. If errors are detected, notify the MAJCOM TCO, AFPDC/AFLO, AFOMS/OMD, and HQ AFMPC/DPMYMT. Immediately order new booklets and destroy the faulty ones unless otherwise directed.
- Review the specific instruction manual for administering the AFPT to understand the purpose of the test, its directions, and the materials needed. Rehearse the directions so you can read them aloud without error.
- Review procedures to follow during emergency situations that could arise during testing (see paragraphs 3.5. and 3.6.). Review AFPT 250, *Instructions for Administering USAF Promotion Tests*, for specific procedures for emergencies during promotion testing.
- Verify enough test booklets, answer sheets, special testing equipment, pencils, and scratch paper are available. Provide number 2 pencils, unless specifically directed otherwise by the administration manual, and completely blank scratch paper. Do not use obsolete forms or form letters as scratch paper. Never keep scoring keys in the testing room during testing (unless locked in a safe).
- Determine which tests require additional equipment or have illustrations that need more tabletop space. Provide proper space and privacy for the examinees to prevent the use of special equipment from distracting other examinees.
- Appoint the proper number of proctors and brief them on their duties.
- When scheduling, give examinees reasonable notice for testing so they can perform their best. Only conduct no-notice or short notice testing under the direction of HQ AFMPC/DPMYMT.

3.3. Administering the Test. The TE will:

- Check examinees' identification cards upon their arrival to ensure they are the person scheduled for testing. Pass out the booklets, answer sheets, and special equipment after the examinees are seated or place test materials on the desks before examinees arrive and instruct them where to sit. Prohibit examinees from bringing their own equipment such as calculators, cassette recorders, pencils, or special equipment into the testing room. Consider it cheating if this occurs, unless directed by the AFPT instructions.
- Eliminate distracting influences in the surrounding environment. To the extent possible, the TE confirms all examinees are comfortable and not fatigued, ill, or distressed. If the TE believes there is some condition that would prevent an examinee from doing his/her best, excuse the affected individual and reschedule testing for a more appropriate time. However, it is ultimately the examinees' responsibility to ensure they are fit to test, both mentally and physically.

- Try to put the examinees at ease. Start with a brief informal statement explaining the nature and purpose of the test, how the results will be used, and why it is important for them to do their best.
- Maintain test security and control of the testing session at all times. Do not leave the testing room once a testing session begins unless relieved by only the TCO or another TE.
- Read aloud and verbatim the standardized directions in the administration manual after all test materials are distributed. Do not paraphrase instructions, read instructions from notes or memory, or adapt instructions for local conditions. If you must read local instructions, read them before those in the AFPT administration manual.
- Explain time limits to the examinees as specified in the AFPT administration manual. Explain that these time limits are exact, either for a complete test or for separate parts of a test. Explain to the examinees how the test administration will be timed, either by an electric timer, stop watch, electric wall clock, or sweep-second-hand watch. When possible, use a timer with an auditory signal to eliminate the need for constantly watching the clock. If you use proctors, instruct them to check the timing independently and consult with you if they suspect an error in timing. Refer to AFPAM 36-2620 for an example of how to keep accurate testing time.
- Instruct examinees to stop testing and put their pencils down the instant time expires. Collect and account for all test materials before dismissing the group. If examinees finish testing before time expires, check all their materials before allowing them to leave the testing room. Instruct examinees to complete AFPTs 230, **AFPT Query**, before leaving the testing room. Refer to **Table 3.1.** for disposition of AFPTs 230. HQ AFMPC/DPMYMT sends all non-promotion test queries to the respective test development agency for their consideration in future test development.
- Test only one examinee when absolutely necessary. Follow all procedures in paragraphs 3.3.1 through 3.3.7 as carefully and completely as when testing a group. Remain professional and objective, and do not give more assistance to a single examinee than to a group.

3.4. Handling Cheating Incidents during Test Administration:

3.4.1. Removing Test Material from the Testing Room. When an examinee attempts to remove actual test material from the testing room (including test booklets, marked answer sheets, and used scratch paper (see paragraph 5.11.2.)), the TE must immediately notify the TCO about the test compromise (see paragraph 5.13.). The TCO will take appropriate actions specified in this instruction for test compromise situations.

3.4.2. Cheating. The TE must notify the TCO if an examinee attempts to copy answers from another examinee's answer sheet, intentionally does not follow test administration directions (turns to previous subtest, marks additional answers after time has expired), or uses unauthorized equipment during test administration. If the TE discovers cheating, the TE must terminate the examinee's test and collect all test materials. The TE and TCO must notify their chain of command and the individual's commander. Forward the examinee's answer sheet to the appropriate agency (see **Table 3.1.**) with a note explaining that testing was terminated due to cheating. In most cases, HQ AFMPC will invalidate the individual's test scores and will not allow retesting until the specified retest interval has elapsed.

3.5. Handling Test Interruptions:

- **Promotion Testing.** Follow procedures in AFPT 250 if an unusual situation occurs during promotion testing.

- AFOQT Testing.** Follow procedures in AFPT 983, *AFOQT Manual for Administration*.
- BAT Testing.** Follow procedures in the BAT Operator's Manual (BOM).
- All Other Testing.** Note the time elapsed, dismiss examinees, and reschedule testing as soon as the situation is resolved. When testing is resumed, allow the examinees the remaining time to complete testing.
- Additional Guidance.** In any test interruption situation, the TE will consult with the TCO first and then contact HQ AFMPC/DPMYMT if they are unsure of proper procedures. If the TE has any doubts at all about what actions take, contact HQ AFMPC/DPMYMT before doing anything.
- Follow Through.** Immediately notify HQ AFMPC/ DPMYMT and the MAJCOM TCO by message of the reason testing was terminated, AFPT being administered, number of examinees involved, specific procedures followed, and the projected date testing is to be resumed.

3.6. Individual Test Interruptions:

3.6.1. If an examinee must be released from testing due to an emergency, note time elapsed, collect the test materials, and remind the examinee not to discuss test material. Reschedule the individual to complete testing as soon as possible and allow only the time remaining from the original testing session.

3.6.2. For all testing, do not allow examinees to leave the testing room for a nonemergency or individual break (such as going to the restroom) unless the examinee has a medical statement to substantiate the need to take an individual break during the testing session. Terminate testing if an examinee without a medical statement leaves the testing session once testing has begun. Before the individual leaves, explain that the test will be terminated and again ask if the examinee needs to be excused. If the examinee claims to be ill, advise him or her to go to an appropriate medical facility for documentation of the illness. If the examinee obtains medical documentation, the MPF chief may approve resumption of testing. If the examinee does not get medical documentation, do not resume testing. Forward the examinee's answer sheet to the appropriate agency (see **Table 3.1.**) for scoring with a note explaining why testing was terminated or hand-score it.

3.7. Testing During Local and Command Exercises. Continue testing as scheduled during local or command exercises. Examinees are exempt from responding to simulated exercise scenarios during testing.

3.8. Post Test Administration . After test administration, the TE will:

- Inspect test booklets for stray marks of any kind after every testing session and completely erase answers or marks if possible. If the TE cannot do this or if a booklet is worn or torn, destroy it according to procedures in **Chapter 4**.
- Handle scratch paper as CONTROLLED TEST MATERIAL and destroy it according to procedures in paragraph 4.3..
- Prepare answer sheets for mailing (if required) according to **Table 4.1**. Use **Table 3.1.** to determine when and where to mail answer sheets and associated materials.

3.9. Supporting GSUs. Normally, the MPF provides testing support to those GSUs it otherwise supports. MPFs will either:

3.9.1. Send an authorized TE to the GSU to administer required tests. The TE will keep test materials in a locked briefcase or similar container under personal control at all times. However, the TE may store test materials overnight in an authorized security container if the TE can verify no unauthorized access to test materials (for example, individuals who might be eligible to take the tests do not have access to the security container).

3.9.2. If the TE cannot go to the GSU, make arrangements to have GSU personnel tested at the MPF or testing facility closest to their location. If the servicing MPF uses an alternate location, it must schedule testing and forward the required AFPT materials to the testing location.

3.9.3. If the options in paragraphs 3.9.1 and 3.9.2 are not feasible or practical, appoint an STCO at the GSU if the GSU commander concurs. STCOs may not delegate any of their duties to other individuals. They must conform to the same restrictions and qualifications as regular TCOs except they need not possess a Personnel AFS. Before an STCO can be appointed, the servicing TCO must verify that STCO can secure test materials in a security container that potential examinees do not have access to.

3.9.3.1. Appoint the STCO by memorandum and send two copies to the STCO. STCOs acknowledge by return indorsement that they have been briefed on and thoroughly understand the contents of this instruction and applicable test administration instructions. The STCO returns one copy to the TCO for file and keeps one copy. The TCO forwards a copy of the indorsed memorandum to the MAJCOM TCO. If the STCO's MAJCOM is different than the TCO's MAJCOM, the TCO sends a copy of the memorandum to both MAJCOM TCOs.

3.9.3.2. In certain unique instances, such as the nonavailability of Air Force personnel who meet STCO requirements, the Air Force may appoint an individual from another branch of service as STCO. These STCOs must meet the same requirements as Air Force STCOs. The servicing TCO must reach an appropriate agreement with the STCO's unit and branch of service and get final approval from the MAJCOM TCO and GSU commander. The GSU commander appoints the non-Air Force STCO by memorandum following procedures outlined in paragraph 3.9.3.1. Because other services are usually not familiar with Air Force testing programs, be sure to brief the non-Air Force STCO on our testing system.

3.9.3.3. The servicing TCO must thoroughly brief the STCO on the Air Force Military Personnel Testing System, all testing procedures and security, and the importance of testing to an individual's career opportunities. The servicing TCO must provide the STCO all instructions and information required to properly handle and administer tests. The servicing TCO must verify testing facilities comply with requirements in this instruction. A statement from the GSU commander describing the facilities fulfills this requirement.

3.9.3.4. STCOs will not requisition AFPTs. Servicing TCOs provide all necessary test materials. However, STCOs may maintain certain tests (other than SKTs, PFEs, and USAFSEs) if there is a frequent requirement for their administration at the site (e.g., a foreign language test) and they can be properly secured.

3.9.3.5. The servicing TCO or TE packages and mails all test materials to the STCO according to procedures in **Chapter 4**. Do not wrap test booklets individually. The TCO or TE signs the inner envelope in the upper left-hand corner and annotates any special instructions such as authorization to use a slide rule, hand calculator, or other special equipment. Include an AF Form 310, **Document Receipt and Destruction Certificate**.

3.9.3.6. After receiving the package from the TCO, the STCO accounts for all materials in the package, signs and returns the receipt copy of the AF Form 310 to the TCO. Repackage test materials before placing them in a security container. The STCO will administer the tests at the earliest practical time and return all test materials to the TCO within 6 calendar days after use. Use mailing procedures in **Chapter 4**.

3.10. General Test Scoring Procedures.

3.10.1. Test Scoring. The TE or TCO scores tests when there is no centralized scoring facility. Study this instruction and the appropriate instructions for scoring tests. To ensure 100% accuracy, work in conditions free of distractions. Always have scoring double-checked. If the TE performs the initial scoring, the TCO or another TE must double-check it. Do not deviate from scoring instructions for specific AFPTs.

3.10.2. Scoring Keys. Do not use reproduced answer keys.

3.10.3. Recording Scores. Record raw and converted scores on appropriate documentation such as local form letters or update in the Personnel Data System (PDS) as specified in this instruction. Give a copy of the scores to examinees and file a copy in their personnel records. Record scores on answer sheets only if the scoring instructions require it.

3.10.4. Using AFPT Answer Sheets. Only use AFPT answer sheets listed in AFIND 7 with tests in this instruction. If any individual or agency must use answer sheets with locally devised tests, they may use AF Form 1958, **Local Testing Answer Sheet**. Forward any other unusual requests for using answer sheets to HQ AFMPC/DPMYMT.

Table 3.1. Disposition of Answer Sheets and Test Queries.

R U L E	A	B	C
	AFPT Number	Title	Disposition
1	851	WAPS/USAFSE	Mail certified daily or within 6 calendar days of test administration to: HQ AFMPC/DPMJW2C 550 C Street West, Suite 9 Randolph AFB TX 78150-4711.
2	230	WAPS/USAFSE Queries	Mail registered within 1 duty day to: AFOMS/OMDVOV 1550 5th Street East Randolph AFB TX 78150-4449.
3	230 (see note)	Misc Queries, e.g., AFOQT, DLAB, DLPT, AFCT, etc.	Mail registered within 1 duty day to: HQ AFMPC/DPMYMT 550 C Street West, Suite 35 Randolph AFB TX 78150-4737.

4	987	AFOQT	Mail certified within 1 duty day to: HQ AFMPC/DPMYMT 550 C Street West, Suite 35 Randolph AFB TX 78150-4737.
5	DoD 1304.12C1C2C3	AFCT	Retain for 6 months and then destroy locally.
6	DoD 5160.41B	DLAB	Mail certified quarterly to: ATFL-EST-M Foreign Language Center ATTN: Test Control Officer Building 631, Room 16 Presidio of Monterey CA 93944-5006.
7	DLPT I, II, III, IV, and DLRPTs	Language Tests	Mail certified quarterly to: ATFL-EST-M Foreign Language Center ATTN: Test Control Officer Building 631, Room 16 Presidio of Monterey CA 93944-5006.
8	DoD 1304-1AS	Enlistment ASVAB	Mail certified daily to: For Europe: MEPS/CTMS, Building 116, Ft Hamilton, Brooklyn NY 11252-6700 For Far East: MEPS/CTMS, 300 Ala Moana Blvd, P.O. Box 50266 Honolulu HI 96850-0001 For Central and South America: MEPS/CTMS, Building 2435, Marion Street Ft Jackson SC 29207-6025.
9	DoD 1304-4AS	Student ASVAB	Mail certified daily to: For Europe: MEPS/CTMS, Building 116, Ft Hamilton, Brooklyn NY 11252-6700 For PAC-AF: MEPS/CTMS, 300 Ala Moana Blvd, P O Box 50266 Honolulu HI 96850-0001.
10	098h	AFDAT	Retain for 6 months and then destroy locally.
11	902A/B	EST	Retain for 6 months and then destroy locally.
12	705	AFRAT	Retain for 6 months and then destroy locally.

13		BAT Disks for Backup Data	Mail certified quarterly to: AL/HRMA 7909 Lindbergh Drive Brooks AFB TX 78235-5352.
14		BAT Disks for Primary Scoring	Mail certified daily to: PCSM Program Management Office Test Processing Station Operator 151 J Street East, Suite 2 Randolph AFB TX 78150-4343.
15	81	EDPT	Retain for 6 months and then destroy locally.

NOTE. Before mailing non-WAPS queries, change the address in section II of AFPT 230 to HQ AFMPC/DPMYMT, 550 C Street West Suite 35, Randolph AFB TX 78150-4737.

Chapter 4

HANDLING ADMINISTRATIVE TASKS

4.1. Submitting a Requisition:

4.1.1. Who Can Requisition Test Materials. Only appointed TCOs and TEs may requisition AFPT materials indexed in AFIND 7. If an unusual request for AFPT material should arise from an individual or agency outside the Air Force, contact or refer the requester to HQ AFMPC/DPMYMT.

4.1.2. How to Submit a Requisition. Submit requisitions according to procedures in AFIND 7. MAJCOM TCOs may make emergency requisitions by message under time-sensitive circumstances.

4.1.3. When to Submit a Requisition. The Air Force periodically distributes AFPTs to the using activities as they are published. Order additional AFPTs as needed. All other AFPT material must be ordered upon announcement. Check AFIND 7, ALL-TCO memorandums, and ALL-TCO messages for announcements of new or revised AFPT materials. Submit requisitions for test materials only when you have a recurring requirement. For example, do not order every language test listed in AFIND 7. Only maintain those you need on a regular basis and order others as required.

4.2. Conducting TMIs . TMIs ensure accountability and security of all test materials. Because they are vital to the integrity of our testing system, they must be conducted above reproach. Physically remove each AFPT component from the security container for a thorough check. Account for all test materials with the TMI listing during each inventory. AFPAM 36-2620 contains guidance for conducting TMIs.

4.2.1. When to Conduct TMIs. Do TMIs in February, June, and October using the inventory from the AFPDC. AFPDC produces TMIs on the 15th day of these months and mails them to each TCO account. Complete the TMI by the 30th day of the following month (30 March, 30 July, and 30 November). MAJCOM TCOs may waive this requirement only under extreme circumstances. AFROTC units are exempt from the June inventory requirement. Also do TMIs when a new TCO is appointed.

4.2.2. Who Conducts TMIs. The TCO conducts the June TMI with an impartial individual. Choose a person who does not have duties associated with the testing organization to ensure objectivity and strict control. The TCO and TE jointly conduct the February and October TMIs. When a new TCO is appointed, the current and previous TCOs conduct a TMI. **EXCEPTION:** AFROTC units are exempt from the requirement that the impartial official not have duties associated with the organization; however, the impartial official must not have duties associated with the unit's testing program. AFROTC units must conduct their February TMI with an impartial official.

4.2.3. The Impartial Official. This is an officer, a senior NCO, or civilian with a minimum grade of GS-5 selected by the TCO. The impartial official conducts only front cover reviews to verify AFPT and copy numbers and must not see the test material. The impartial official must also review all test storage facilities and verify that security container combinations have been changed at appropriate times as specified in paragraph 5.5.4.

4.2.4. TMI List. This list contains all AFPTs charged to the TCO account. The AFPDC removes tests from the lists only after :

- AFPTs become obsolete.

- Receiving an AF Form 145, **Certificate of Destruction of Material**, from the TCO account.
- Official documents show transfer of AFPTs from one TCO account to another. The AFPDC removes the AFPTs from the losing account TMI and adds them to the TMI of the gaining account. Removal or transfer actions that arrive at AFPDC after the 25th day of January, May, and September may not be reflected on the next TMI.
- The TCO inquires about errors on the TMI.

4.2.5. Obsolete AFPTs. Handle them as CONTROLLED TEST MATERIAL and destroy according to paragraph 4.3.

4.2.6. How to Conduct TMIs. Inventories must reflect disposition (present, destroyed, or transferred) of all AFPTs. The inventorying officials must verify destruction or transfer of test materials and annotate the TMI to reflect discrepancies and status of efforts to resolve them. AFPAM 36-2620 contains guidance for conducting TMIs.

4.2.7. Disposing of TMI Listings. AFPDC sends the original TMI list and one copy to the TCO and sends one copy to the MAJCOM TCO. After completing the TMI, the TCO keeps one annotated copy and sends the other annotated copy to the MAJCOM TCO. Inventorying officials must sign all copies. The MPF chief must authenticate the June TMI by co-signing. If the MPF chief is the TCO, the MSSQ commander or base DP will be the authenticator. For AFROTC units, the commander must authenticate the February TMI by co-signing. TCOs must file the current and previous inventory for the period specified in AFI 37-133, volume 1, *Disposition of Air Force Documentation Policies, Procedures and Responsibilities*. (formerly AFR 12-50).

4.2.8. TMI Discrepancies. If officials discover or suspect any discrepancies during a TMI, the TCO or TE must advise the MAJCOM TCO. If these individuals cannot resolve the discrepancy, the MAJCOM TCO must advise AFPDC/AFLO. If the TCO cannot resolve the differences after contacting with the AFPDC, the TCO must initiate a test compromise investigation according to paragraph 5.15. The MAJCOM TCO must monitor all TMI actions to verify that discrepancies are resolved and investigation procedures are initiated if necessary.

4.2.9. Additional MAJCOM TCO Responsibilities. MAJCOM TCOs, including AFROTC, may add requirements for TMI procedures if necessary. MAJCOM TCOs may also request unannounced inventories at any time during the year, particularly if a TCO account has a history of problems with accountability of test materials. TMI listings may be requested from the AFPDC to support unannounced inventories. MAJCOM TCOs may also require unannounced inventories to be conducted with an impartial official.

4.3. Destroying AFPT Materials:

4.3.1. Burn or shred obsolete AFPTs when authorized by AFIND 7 or HQ AFMPC/DPMYMT. Destroy superseded editions of AFPTs after receiving revised editions or other instructions, except if otherwise directed by HQ AFMPC/DPMYMT. Remote locations may request exceptions to this procedure through their MAJCOM TCO. Destroy AFPT materials in the form of cassette tapes or plastic scoring keys with scissors and dispose of accordingly. Destroy used scratch paper as CONTROLLED TEST MATERIAL.

4.3.2. When classified (SECRET and CONFIDENTIAL) AFPT material is surplus, damaged, or obsolete, destroy it only as specified in DoD 5200.1- R/AFI 31-401, *Information Security Program Management* (formerly AFR 205-1).

4.3.3. A witnessing official must be present when the TCO, TE, or the responsible custodian of the material at AFPDC destroys CONTROLLED TEST MATERIAL. **EXCEPTION:** A witnessing official is not required if the material is uncontrolled. The witness must meet at least TE grade requirements. The TCO and TE must not serve together as the destroying and witnessing officials. The witnessing official must be from outside the testing organization and will verify destruction based on front cover inspection only. **EXCEPTION:** In AFROTC units, the witnessing official must not have duties associated with the unit's testing program.

4.3.4. Complete AF Form 145 or another approved form or list after destruction. It must include the TCO number, AFPT numbers and edition dates, booklet copy numbers, destruction date, destruction certification, and the destroying and witnessing officials' signatures. Forward a copy of the completed destruction certificate to AFPDC/AFLO and the MAJCOM TCO. The TCO, TE, or the responsible custodian must maintain the original as specified in AFI 37-133.

4.4. Transferring AFPT Materials. Do this according to procedures specified by the MAJCOM TCO. Transfer AFPT materials to authorized recipients only. TCOs needing another account's surplus test materials may receive permanent transfers from another TCO. The MAJCOM TCO approves and monitors all permanent transfers of AFPT material between TCO accounts. If TCOs transfer material between different commands, both MAJCOM TCOs must monitor the transaction.

4.4.1. Procedures. For transfers between commands, the transferring TCO completes AF Forms 310, (refer to **Figure 4.1.**) and sends copies to the transferring and receiving MAJCOM TCOs, the receiving TCO, and AFPDC/AFLO. Write the word TRANSFER prominently on AFPDC's copy. AFPDC will change the TMI of the losing and gaining accounts.

4.4.2. Documentation. Both TCOs update the most recent TMI to reflect the transfer. The gaining MAJCOM TCO must keep a copy of the AF Form 310 for 2 years according to AFI 37-133. The MAJCOM TCO uses the AF Form 310 to check the next TMI to make sure the transferred materials are listed under the correct TCO account. If it does not reflect the transfer, the TCO must advise the MAJCOM TCO with an information copy to the AFPDC, citing all details.

4.4.3. Temporary Loan. A TCO may temporarily loan tests to another TCO. Use temporary loan procedures only when absolutely necessary and with approval of the MAJCOM TCOs. Use an AF Form 310 when transferring AFPT materials between TCO accounts and send copies to the MAJCOM TCOs involved.

4.5. Mailing AFPT Materials. Package CONTROLLED TEST MATERIAL according to **Table 4.1.** Do not indicate on any outer label or outside wrapping that the package contains AFPT materials. If the package needs identification, use a local control number.

4.5.1. Completed Test Answer Sheets. Mail completed answer sheets and floppy disks containing test answers by certified mail. Do not use a shipping receipt. Include a transmittal memorandum; AFPT 237, **Test Roster**; or machine list that gives the names, social security numbers (SSN), and grades of the individuals tested with any other required information. Refer to the attachments of this

instruction on specific testing programs for additional procedures regarding mailing of answer sheets and floppy disks. Refer to **Table 3.1.** for specific addresses.

4.5.2. AFPT 230, AFPT Query. Mail test queries by registered mail to the appropriate review agency. Do not use a shipping receipt. Refer to AFPT 250 for additional procedures. Refer to **Table 3.1.** for specific addresses.

4.5.3. All Other CONTROLLED TEST MATERIAL. Mail all actual or suspected test material (including computer disks) by registered mail. Include an AF Form 310 or shipping receipt. **Figure 4.1.** contains an example of a completed AF Form 310.

4.5.4. Handling Unpublished Test Manuscripts and Suspected Test Material in Test Compromise Investigations. Follow all precautions pertaining to accessing, wrapping, storing, and shipping for an unpublished manuscript of an AFPT, suspected test material, or any materials identified as CONTROLLED TEST MATERIAL. Submit all AFPT materials for printing with an AF Form 1247, **Request for Publication of AFPT Material.**

Figure 4.1. Sample AF Form 310, Document Receipt and Destruction Certificate.

DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE		
1 TO:	2 FROM:	3 DATE
12 MSSQ/MSPPP Randolph AFB TX 78150-4566	47 MSSQ/MSPPP Laughlin AFB TX 78843-5258	<u>current date</u>
4 CONTAINER NO.		
5. DESCRIPTION OF DOCUMENT(S): (Indicate source, classification, originator type (letter, message, plan, etc.), date, unpublished subject title, number of copies, and original total number and copy number if Top Secret. Also use these data elements for identifying any attachments that would require a receipt if transmitted separately.)		
Twenty-five (25) AFPTs commencing with first item #1, AFPT 1A272, 1 Jan 94 (1 each) copy no. 00325, and ending with the last item #10, AFPT 6F171, 1 Jan 94 (1 each) copy no. 00601, as listed on the attached sheet.//////////LAST ITEM//////////		
TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY		6. DATE normally 15 days
DOCUMENT RECEIPT		
I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS		
7. DATE RECEIVED	8. NAME AND ORGANIZATION	9. SIGNATURE OF REC'PENT
DESTRUCTION CERTIFICATE		
10. THE DOCUMENT(S) LISTED ABOVE WERE		11. DATE
<input type="checkbox"/> DESTROYED <input type="checkbox"/> COMMITTED TO CENTRAL DESTRUCTION FACILITY ON		
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL		13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL

AF FORM 310
13 JUN 81 PREVIOUS EDITION WILL BE USED

List of CONTROLLED TEST MATERIAL to Accompany AF Form 310

FROM: (As indicated on the above example AF Form 310)

TO: (As indicated on the above example AF Form 310)

First item #1 AFPT 1A271, 1 Jan 94 (1 each) copy no. 00325

1A571, 1 Jan 94 (3 each) copy nos. 00025-00027

1C171, 1 Jan 94 (2 each) copy nos. 00200-00201

2A172, 1 Jan 94 (2 each) copy nos. 00100-00101

2A471, 1 Jan 94 (1 each) copy no. 00015

2F071, 1 Jan 94 (9 each) copy nos. 01100-01108

3E571, 1 Jan 94 (2 each) copy nos. 00302-00303

3P071, 1 Jan 94 (1 each) copy no. 00035

4J072, 1 Jan 94 (3 each) copy nos. 00455-00457

Last item #10 AFPT 6F171, 1 Jan 94 (1 each) copy no. 00601

Table 4.1. How To Package CONTROLLED TEST MATERIAL For Shipment.

If package is		RULE					
		1	2	3	4	5	6
A	to contain completed answer sheets for scoring	Yes					
B	a carton of test material (actual and suspected)		Yes				
C	a bundle of test material (actual and suspected)			Yes			
D	an envelope of test material (actual and suspected)				Yes		
E	to contain floppy disks, optical disks, or magnetic tapes for scoring (item responses only)					Yes	
F	to contain floppy disks, optical disks, or magnetic tapes with test material (actual and suspected)						Yes
	then						
G	include a shipping receipt (normally AF Form 310) in two copies		X	X	X		X
H	group in packages of not more than 250 sheets so that all sheets remain flat. Place answer sheets in the same sequence as the examinees' names on the test roster (AFPT 237 or machine list). Include AFPT 237 or machine list in the package.	X					

I	annotate floppy disks with examinees' names and in the same sequence they appear on the test roster. Include AFPT 237 or machine list in the package.					X	
J	insert material in 9- by 12-inch heavy kraft envelope and seal.				X		
K	place heavy chipboard or corrugated fiberboard sheets on all sides and edges. Secure small package with tape; large packages with a heavy duty mailing twine. Take care not to bend or mutilate contents. Wrap in kraft paper.	X	X	X		X	X
L	seal with gummed tape of sufficient strength and width. Completely seal all open seams and ends. Stamp or mark plainly on top and bottom and both ends of inner package: CONTROLLED TEST MATERIAL. DO NOT OPEN: FOR TEST CONTROL OFFICER ONLY. Place stamping over tape seal so that any attempt to compromise contents will be exposed.	X	X	X	X	X	X
M	affix to package a label reading: FOR TEST CONTROL OFFICER ONLY. THIS PACKAGE CONTAINS AFPT NR. ____ COPIES NUMBERED ____ THROUGH ____.		X	X	X		X
N	affix one copy of completed shipping receipt (normally AF Form 310) to cover of inner wrapper.		X	X	X		X
O	insert 9- by 12-inch envelope into 10- by 15-inch heavy kraft envelope and seal.				X		
P	place package in corrugated cardboard carton or other suitable container to protect sheets/disks/tapes from damage. Gross weight must not exceed 10 pounds.	X				X	
Q	insert package in carton. When gross weight does not exceed 30 pounds, use cartons with a minimum bursting strength of 200 pounds. When gross weight exceeds 30 pounds, use cartons with a minimum bursting strength of 275 pounds. Add open cell pads or thicknesses of corrugated board for stability when packages do not fit carton snugly.		X				

R	securely tie twice, in both directions, with a heavy duty mailing twine. Wrap a second time in kraft paper.			X			
S	seal with heavy tape. Affix mailing labels.	X	X	X	X	X	X
T	band with nylon tape when available.	X	X			X	
U	label front and back of package containing floppy disks, optical disks, or magnetic tapes with DO NOT X-RAY in bold letters.					X	X

Chapter 5

SAFEGUARDING CONTROLLED TEST MATERIAL

5.1. Introduction. This chapter defines CONTROLLED TEST MATERIAL and outlines procedures for people who handle this material. It prohibits certain uses of test materials and further provides for disciplinary action of military members under the UCMJ and Department of the Air Force civilians under AFI 36-704, *Discipline and Adverse Actions* (formerly AFR 40-750), for violating these prohibitions.

5.2. Authority. Title 5, United States Code (U.S.C.) 301 permits a department head to issue instructions, consistent with law, governing the custody, preservation, and use of the department records. Accordingly, the Department of the Air Force established an identification or notation to protect materials vital to the Air Force Military Personnel Testing System. This identification, CONTROLLED TEST MATERIAL, applies to AFPT materials described in this instruction and those listed in AFIND 7. Such materials are exempt from disclosure under the Freedom of Information Act, Title 5 U.S.C. Section 552, as implemented by AFI 37-131, *Air Force Freedom of Information Act Program* (formerly AFR 4-33).

5.3. Safeguarding AFPTs. Individuals involved with testing in any way must always protect the information they acquire from unauthorized access and disclosure. To help provide this protection, the majority of AFPTs and most other actual test materials are marked CONTROLLED TEST MATERIAL. Personnel tests that contain security information described in DoD 5200.1-R/AFI 31-401 (formerly AFR 205-1) are classified as CONFIDENTIAL or SECRET in addition to CONTROLLED TEST MATERIAL. Safeguard all AFPTs and related materials at their maximum classification level. Do not follow security procedures when the designation CONTROLLED TEST MATERIAL is used for instructional or illustrative purposes. However, only HQ AFMPC/DPMYMT may authorize release of CONTROLLED TEST MATERIAL to other agencies or foreign governments. Treat the following as CONTROLLED TEST MATERIAL:

- Test answer sheets listed in AFIND 7 after examinees complete any portion of the answer sheet.
- Scratch paper used by examinees during testing.
- Materials used in development of AFPTs listed in AFIND 7.

EXCEPTIONS: If the test itself is not CONTROLLED TEST MATERIAL, then the completed answer sheets, scratch paper, or development materials associated with it are not CONTROLLED TEST MATERIAL.

- Department of the Army and Department of Defense (DoD) tests and related materials unless otherwise specified by HQ AFMPC/DPMYMT.
- DoD civilian tests listed in AFIND 7.

5.4. Access to CONTROLLED TEST MATERIAL:

5.4.1. Authorized Access . No individual shall obtain, possess, or distribute actual or suspected test materials except as specified in this instruction. Only the following individuals are authorized access to CONTROLLED TEST MATERIAL (anyone else must get written approval from HQ AFMPC/DPMYMT).

- TCOs, TEs, or STCOs.

- Personnel involved in test development, scoring, printing, and distribution. Agencies included are AFOMS/OMD (for promotion tests and other special tests), HQ AFMPC/DPMAJW (for promotion tests), AL, and HQ USAF/DPXET.
- Examinees during the authorized test administration period, unless otherwise authorized in writing by HQ AFMPC/DPMYMT.
- Senior NCOs, civilians, and officers specifically named by test development agencies to review certain personnel tests only when authorized in writing by HQ AFMPC/DPMYMT. In addition, AFOMS/OMD may grant access to previous SMEs and other individuals who must use their expertise to evaluate test materials.
- Inspectors (MSgt or above, or civilian GS-5 or above) who may only make front cover checks as long as the TCO or TE is present (unless authorized in writing by HQ AFMPC/DPMYMT).
- In extraordinary cases, an individual or inspection team may review test material if HQ AFMPC/DPMYMT authorizes it. Send complete justification for the review through the MAJCOM IG, MAJCOM TCO, to HQ AFMPC/DPMYMT. Include the names, SSNs, grades, AFSs, and units of assignment of the reviewing individuals in the justification memorandum.
- AFOSI special agents, who may have access to test materials only during a test compromise investigation, must meet minimum grade requirements for TEs as specified in paragraph 2.6.3. Non-AFOSI investigators must get written approval from HQ AFMPC/DPMYMT before gaining access to CONTROLLED TEST MATERIAL when investigating test compromise cases.
- During or following a test compromise investigation, it may be necessary for the staff judge advocate (SJA), commander, defense counsel, and others involved in the disciplinary process to review CONTROLLED TEST MATERIAL. These individuals must submit a written request to HQ AFMPC/DPMYMT, which must authorize or deny releases in writing.

5.4.2. Unauthorized Access. Unless they have written authorization from HQ AFMPC/DPMYMT, no other individuals may have access to test material other than those listed in paragraph 5.4.1., regardless of their relationship to or command over individuals authorized access. This includes any individual above, below, or lateral to the TCO. Unauthorized access constitutes a test compromise and must be investigated.

5.4.3. SECRET or CONFIDENTIAL AFPTs. For access to CONTROLLED TEST MATERIAL classified as SECRET or CONFIDENTIAL, a person must also meet the requirements for access to materials bearing those security classifications as specified in DoD 5200.1-R/AFI 31-401.

5.5. Storage of CONTROLLED TEST MATERIAL:

- 5.5.1. Store unclassified CONTROLLED TEST MATERIAL as CONFIDENTIAL material according to procedures specified in DoD 5200.1-R/AFI 31-401 and this instruction.
- 5.5.2. Do not store classified test materials with other classified material that is not test material. Store classified test materials with other unclassified test materials. **EXCEPTION:** AFOMS/OMD is exempt from this requirement.
- 5.5.3. Only personnel authorized constant access to AFPT materials may have access to security container combinations. (Future reference to security containers includes steel cabinets or vaults. Use of

other containers must be authorized in writing by HQ AFMPC/DPMYMT). Normally, only two individuals (the TCO and the TE) should have the combinations. Limit access to the absolute minimum.

5.5.4. Change security container combinations and BAT passwords at least once every 12 months. Also change combinations and BAT passwords when:

- Anyone knowing the combination or password is relieved, transferred, under investigation for possible test compromise, or separated.
- You start using a new security container.
- You know or believe the combination or password is compromised.
- You cannot account for the CONTROLLED TEST MATERIAL normally stored in a security container.
- You find an unlocked security container.

5.5.5. Those who have access to security containers must prepare and maintain Standard Form (SF) 700, **Security Container Information**, according to DoD 5200.1-R/AFI 31-401.

5.6. Keeping an Inspection Record. Those who have access to security containers must use inspection procedures and forms (SF 701, **Activity Security Checklist**, and SF 702, **Security Container Check Sheet**) as required by DoD 5200.1-R/AFI 31-401.

5.6.1. Before leaving the area at the end of duty day, individuals must have another person complete SF 702 to verify that the security container is locked and the area is secure. Only when another person is not available to complete SF 702 may one individual complete the form to verify the locking of the security container.

5.6.2. Brief individuals working alone with personnel tests after normal duty hours on safeguarding CONTROLLED TEST MATERIAL. After this briefing, individuals will acknowledge responsibility by signing their name, date, and security container number on the reverse side of SF 701.

5.7. Prohibitions . Air Force members (active duty, ANG, AFRES, and civilians under Air Force authority) will not possess, reproduce, distribute, or communicate in any way the contents of CONTROLLED TEST MATERIAL unless authorized in this instruction. Further, they are prohibited from taking any of the actions described in paragraphs 5.9 through 5.14.

5.7.1. Air Force members subject to the UCMJ who violate these prohibitions are subject to punishment for violation of Article 92, UCMJ, violating a lawful general order or regulation.

5.7.2. Air Force civilian employees who violate these prohibitions can receive disciplinary action under AFI 36-704 and any civilian criminal prosecution which may also apply.

5.7.3. Although not always subject to the UCMJ, AFRES and ANG members are subject to Air Force administrative actions as well as to applicable civilian penalties.

5.8. What Constitutes a Compromise. The actions described in paragraphs 5.9 through 5.13 constitute test compromise. These actions may serve as a basis for punitive or administrative actions or both.

5.9. Prohibitions for All Personnel:

- 5.9.1. Reviewing or having access to actual test material, unless specifically authorized in paragraph 5.4.1. **EXCEPTION:** HQ AFMPC/DPMYMT may authorize access to specific individuals on a case-by-case basis.
- 5.9.2. Reviewing or having access to illegal study materials that reveal the specific content of actual or suspected test material without proper authority.
- 5.9.3. Questioning examinees for the purpose of determining test content. **EXCEPTION:** HQ AFMPC/ DPMYMT may give written approval for specific exceptions to this prohibition on a case-by-case basis.
- 5.9.4. Reproducing or copying any test material, in whole or in part, for any purpose, without authorization from HQ AFMPC/DPMYMT. **EXCEPTION:** Test development agencies authorized access to test material may reproduce or copy actual test material without authorization from HQ AFMPC/DPMYMT, but they must have authorization from the unit/division/flight security manager.
- 5.9.5. Training that concentrates on "teaching the test" or that emphasizes information known or believed to be on a specific test.
- 5.9.6. Reviewing contents of AFPTs by inspection team members or any other reviewing officials at any level of command without written approval from HQ AFMPC/DPMYMT. **EXCEPTION:** Inspection team members and impartial inventory officials may review front covers to account for test copies but only in the presence of the TCO or TE.
- 5.9.7. Taking an AFPT and claiming to be another examinee.
- 5.9.8. Taking CONTROLLED TEST MATERIAL or any other materials containing actual or suspected test material without proper authority.
- 5.9.9. Opening or tampering with any package containing CONTROLLED TEST MATERIAL unless specifically designated to receive materials (as specified in this instruction).
- 5.9.10. Requisitioning any CONTROLLED TEST MATERIAL or other uncontrolled test materials listed in AFIND 7 unless by duly appointed and authorized TCOs or TEs.
- 5.9.11. Improperly storing test materials. Refer to paragraph 5.5. for proper storage procedures. **EXCEPTION:** HQ AFMPC/DPMYMT may approve deviations from this prohibition, in writing, and on a case-by-case basis.
- 5.9.12. Gaining access to any security container containing CONTROLLED TEST MATERIAL unless specifically authorized.

5.10. Prohibitions for TCOs/TEs/Test Development Personnel: .

- 5.10.1. Using or possessing an actual test or testable materials for the purpose of assisting an examinee or potential examinee to take a test.
- 5.10.2. Leaving an examinees unsupervised for any time during a test administration period for any reason.
- 5.10.3. Being unable to account for all test materials in the TCO account at any time, including all tests listed in AFIND 7 that are not designated CONTROLLED TEST MATERIAL but are For Official Use Only (FOUO). Some examples of these are the Air Force Reading Abilities Test (AFRAT) and the Enlistment Screening Test (EST).

5.10.4. Possessing CONTROLLED TEST MATERIAL (except completed answer sheets) not listed on the TCO account inventory or other accountability document. **EXCEPTION:** Possessing test materials received after the last inventory that have not yet appeared on the current inventory.

5.10.5. Improper packaging or labeling of CONTROLLED TEST MATERIAL for mailing (including testable materials being transferred for analysis as part of a test compromise investigation), which might create an unauthorized disclosure. The receiving agency determines upon receipt if a compromise occurred due to improper packaging and mailing procedures.

5.10.6. Transferring any CONTROLLED TEST MATERIAL without a properly executed AF Form 310 except as noted in this instruction.

5.10.7. Improperly destroying test materials.

5.10.8. Appointing an individual as an "alternate," "associate," "assistant," "temporary," "emergency," or "nonpermanent" TCO, TE, or STCO or similarly appointing another official for any TCO or TE duties without authorization from HQ AFMPC/DPMYMT.

5.10.9. An SME who helped develop or review a test discussing or sharing with anyone, under any circumstances, actual test material, highlighted or otherwise marked testable material, or written comments relating to test questions or areas of study that would imply to the recipient that such items or areas may be on the test.

5.11. Prohibitions for Examinees/Potential Examinees:

5.11.1. Discussing actual test material or the specific contents of testable material in such a way to highlight actual or potential test material or test questions in correspondence that is not distributed and controlled through TCO channels. Some examples of this type of compromise would be including actual test material in Air Force suggestions, Congressional inquiries, or IG complaints. **EXCEPTION:** When an individual wants to submit such correspondence and include test material, the individual must first get written approval through TCO channels from HQ AFMPC/DPMYMT.

5.11.2. Removing actual test material from the testing room (all test booklets, marked answer sheets, any documents marked CONTROLLED TEST MATERIAL; all materials listed in AFIND 7 that are not marked CONTROLLED TEST MATERIAL, such as test rosters, administration manuals, and unused answer sheets; and scratch paper used during test administration and calculators or associated equipment provided by the TCO or TE).

5.11.3. Using highlighted or marked testable material that reflects actual or suspected test material that is shared between, used by, or observed by more than one examinee or potential examinee or any unauthorized individual.

5.11.4. Using marked pretests that are shared between, used by, or observed by more than one examinee or potential examinee or any unauthorized individual.

5.12. Prohibitions against Developing and Using Commercial Study Guides:

5.12.1. Development. Anyone on active duty or employed by the Air Force, who had access to a particular category of AFPT (such as promotion tests) may not participate in any way in the development of a commercial study guide or pretest for that category of AFPT, whether or not the guide captures actual test materials. For example, an airman, NCO, or officer who has taken the AFOQT is prohibited from developing a study guide for the AFOQT. **EXCEPTION:** An individual who has had

access to an SKT in a particular area may not develop an SKT study guide in that or a related area; however, an individual may develop an SKT study guide in an unrelated area only if HQ AFMPC/DPMYMT permits.

5.12.2. Use. Use of legally developed commercial study guides, though not recommended or supported by the Air Force, does not constitute a compromise as defined in this instruction. However, after anyone marks or highlights a study guide or reference material, it must not be shared with any other examinee or potential examinee.

5.13. Prohibitions Against Group Study. This is strictly prohibited. Group study is defined as any examinee or potential examinee discussing, or sharing in any form, information about actual test material or marked/ highlighted testable material with other examinees, potential examinees, or other unauthorized individuals for the purpose of improving test scores or to study for an AFPT. Unauthorized individuals include but are not limited to commanders, supervisors, coworkers, roommates, friends, and military or civilian spouses. Group study does NOT include the following individual actions:

- An examinee discussing actual test material or test questions with the TCO, TE, or STCO when submitting a query.
- Participating in or conducting training to improve general study or test-taking skills. The training should be applicable in both the military and civilian environment. Examples of this training could include general information on outline, note-taking, developing reading skills, etc. This training may not focus on preparing for selection or promotion tests.
- Participating in or conducting on-the-job training or training to improve general military knowledge. You may use study reference materials for this type of training although the intent of this training may not be to study for promotion tests. Examples of this type of training include increasing job proficiency in particular tasks, studying for below-the-zone promotion boards, or NCO-of-the-quarter boards. This instruction strictly prohibits this type of training from focusing on preparing for promotion tests.
- Exchanging unmarked study materials such as Air Force Pamphlet (AFP) 50-34, *Promotion Fitness Examination Study Guide*, CDCs, or other testable material developed by an authorized source if no discussion takes place at any time regarding content of the materials.
- Exchanging information and marked materials for job-related reasons that are not directly related to testing. Examples include professional military education (PME) information and course manuals, training information, or any other documentary material that is distributed at a training course or through official channels and becomes office reference material.
- Normal conversations and duty-related discussions between examinees and/or potential examinees as long as they are not intended to prepare an individual for a specific AFPT.
- Using personal study techniques in reviewing study materials while preparing for a specific AFPT as long as those personal study materials are not reviewed, used, observed by, or shared with other examinees or potential examinees, or any other unauthorized individuals.

5.14. Other Prohibitions. Although not a compromise of test materials as defined in this instruction, the following actions are also prohibited from testing procedures and could result in disciplinary action.

- Intentionally changing correct test scores or intentionally entering or reporting incorrect test scores on official records.

- Intentionally not following the specific instructions read by the TCO or TE during test administration. For example, returning to a previous subtest in the test booklet or marking additional answers on the answer sheet after the allotted time has expired for that subtest.
- Copying answers from another examinee's answer sheet or asking another examinee for help (cheating) during the test administration period.
- Using equipment not authorized during test administration such as an unapproved calculator.

5.15. Actions to Take on Compromise Cases:

5.15.1. Anyone who knows or suspects a test compromise will immediately report this information to their supervisor and TCO.

5.15.2. The TCO immediately reports this information to the MPF chief or TCO's commander, who then reports to the installation commander or equivalent.

5.15.3. The installation commander or equivalent takes the following actions within 24 hours after notification:

- Notify all individuals by memorandum or message including all appropriate details. Mark correspondence FOR OFFICIAL USE ONLY--SENSITIVE PERSONNEL DATA. Do not publicize any further. For ANG and AFRES members not on extended active duty, modify the notification procedures to make all reports through their chain of command.
- Notify the AFOSI who determines whether that agency will conduct the investigation.
- If the AFOSI declines to investigate, appoint an investigating officer to conduct a formal investigation (not an inquiry) using AFI 90-301, *The Inspector General Complaints Program* (formerly AFR 120-3), as a guide. Instruct the investigating officer to review this instruction before beginning the investigation.
- Notify the MAJCOM DP and SJA, HQ AFMPC/ DPMYMT, and HQ AFMPC/DPMAJW. If any of the personnel implicated in the case have been reassigned, notify the suspect's MAJCOM DP and HQ AFMPC/DPMYMT.
- Notify the appropriate special court-martial convening authority (if other than the installation commander).
- Notify the base SJA.
- Notify the MSSQ commander or base DP of the individuals involved so they can be assigned an assignment availability code 17 and a promotion eligibility status (PES) code B.

5.15.4. The MAJCOM DP and TCO monitor the progress of the investigation, with the goal of completing it within 60 days from notification. The MAJCOM TCO tracks suspenses and keeps HQ AFMPC/DPMYMT informed of the status at all times.

5.15.5. Treat documents that allegedly compromise actual test material as CONTROLLED TEST MATERIAL until proven otherwise by an official analysis. Since such documents are also evidence, they must receive special handling as government evidence. Investigating officers should consult with the AFOSI and SJA before seizing such documents and obtain written authorization from HQ AFMPC/DPMYMT. Forward suspected materials to HQ AFMPC/DPMYMT for analysis following procedures for packaging CONTROLLED TEST MATERIAL. Testing officials at Randolph Air Force Base perform test compromise analyses that normally take at least 6 weeks. Test administration

personnel, investigating officers, and AFOSI agents will not attempt to analyze suspected test materials against actual test material.

5.15.6. The investigating officer prepares an investigation report in an original and two copies--one for the installation commander, one for the MAJCOM TCO, and one for HQ AFMPC/DPMYMT. The installation commander transmits the report to the appropriate court-martial convening authority (if other than the installation commander) with the following information:

- A statement of the extent of the compromise.
- Corrective actions, including administrative or disciplinary action, taken against the offenders.
- Actions to prevent recurrence of compromise.
- Statement identifying special court-martial convening authority. **NOTE:** Do not include any copies of the actual CONTROLLED TEST MATERIAL in the final report unless the entire report is identified as CONTROLLED TEST MATERIAL and handled as such. Identify all other reports as FOR OFFICIAL USE ONLY (TEST CONTROL PERSONNEL). However, if they contain classified information, follow the procedures in DoD 5200.1-R/AFI 31-401.

5.15.7. The special court-martial convening authority indorses and forwards the completed report to the MAJCOM DP for further review.

5.15.8. The MAJCOM DP determines if the investigation was thoroughly and accurately completed and closes the case if the actions taken were appropriate for the case. The MAJCOM DP submits it to SJA for indorsement before sending it to HQ AFMPC/DPMYMT. Forward a courtesy copy of the memorandum closing the case to the servicing MPF for appropriate personnel actions.

5.15.9. If the investigation is not completed within the recommended 60 days, the investigating officer prepares an interim report according to specifications outlined in paragraph 5.15.6. with proposed corrective actions.

5.16. Wartime Security Guidance. During a war, HQ AFMPC and Air Staff provide guidance for promotion testing, destruction of materials, and closure of TCO accounts.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

DoDI 7280.3, *Special Pay for Foreign Language Proficiency*

Public Law 99-661

Title 5, U.S.C. 301

Title 5, U.S.C. 552

Title 10, U.S.C. 8013

Title 37, U.S.C. 204

Title 37, U.S.C. 206

Title 37, U.S.C. 316

Abbreviations and Acronyms

AETC—Air Education and Training Command

AF—Air Force

AFCT—Armed Forces Classification Test

AFDAT—Air Force Dental Aptitude Test

AFFLP—Air Force Foreign Language Program

AFI—Air Force Instruction

AFIND—Air Force Index

AFJI—Air Force Joint Instruction

AFMAN—Air Force Manual

AFMPC—Air Force Military Personnel Center

AFOMS—Air Force Occupational Measurement Squadron

AFOQT—Air Force Officer Qualifying Test

AFOSI—Air Force Office of Special Investigations

AFPAM—Air Force Pamphlet

AFPDC—Air Force Publishing Distribution Center

AFPT—Air Force Personnel Test

AFQT—Armed Forces Qualification Test

AFR—Air Force Regulation

AFRAT—Air Force Reading Abilities Test

AFRES—Air Force Reserves
AFROTC—Air Force Reserve Officer Training Corps
AFRS—Air Force Recruiting Service
AFS—Air Force Specialty
AIA—Air Intelligence Agency
AL—Armstrong Laboratory
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
ARPAS—Air Reserve Pay and Allowances System
ARPC—Air Reserve Personnel Center
ASVAB—Armed Services Vocational Aptitude Battery
BAT—Basic Attributes Test
BOM—BAT Operator's Manual
CDC—Career Development Course
CAFSC—Control Air Force Specialty Code
CFETP—Career Field Education and Training Plan
DAF—Department of the Air Force
DDN—Defense Data Network
DFAS-DE—Defense Finance and Accounting Service-Denver
DFLP—Defense Foreign Language Program
DLAB—Defense Language Aptitude Battery
DLIFLC—Defense Language Institute Foreign Language Center
DLPT—Defense Language Proficiency Test
DLRPT—Defense Language Reading Proficiency Test
DMDC—Defense Manpower Data Center
DoD—Department of Defense
DP—Director of Personnel
DRU—Direct Reporting Unit
ECI—Extension Course Institute
EDPT—Electronic Data Processing Test
EST—Enlistment Screening Test
FLPP—Foreign Language Proficiency Pay

FOA—Field Operating Agency
FOUO—For Official Use Only
GSU—Geographically Separated Unit
IG—Inspector General
IMA—Individual Mobilization Augmentee
JUMPS—Joint Uniform Military Pay System
LDP—Language-designated Position
MAGE—Mechanical, Administrative, General, Electronic
MAJCOM—Major Command
MEPS—Military Entrance Processing Station
MET—Mobile Examining Team
MPF—Military Personnel Flight
MSSQ—Mission Support Squadron
MTS—Military Training Standard
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
OTS—Officer Training School
PCS—Permanent Change of Station
PCSM—Pilot Candidate Selection Method
PDS—Personnel Data System
PECD—Promotion Eligibility Cutoff Date
PES—Promotion Eligibility Status
PFE—Promotion Fitness Examination
PL—Public Law
PME—Professional Military Education
PROMIS—Procurement Management Information System
PTT—Program Technical Training
RIP—Report on Individual Personnel
RGL—Reading Grade Level
SAF—Secretary of the Air Force
SC—Specialized Course
SDI—Special Duty Identifier

SF—Standard Form
SJA—Staff Judge Advocate
SKT—Specialty Knowledge Test
SME—Subject-matter Expert
SNCO—Senior Noncommissioned Officer
SPM—Service Program Manager
SSN—Social Security Number
STCO—Special Test Control Officer
STS—Specialty Training Standard
TCO—Test Control Officer
TDY—Temporary Duty
TE—Test Examiner
TMI—Test Materials Inventory
TPS—Test Processing Station
TRW—Training Wing
UCMJ—Uniform Code of Military Justice
UMD—Unit Manpower Document
USAFR—United States Air Force Reserve
USAFSE—United States Air Force Supervisory Examination
U.S.C.—United States Code
WAPS—Weighted Airman Promotion System

Terms

Air Force Personnel Test—This includes all tests listed in AFIND 7 and this instruction. It includes but is not limited to the following tests: AFOQT, SKT, PFE, DLRPT, and AFRAT. Not included are tests such as PME tests, CDC volume review exams, end-of-course exams, and technical training course exams.

Actual Test Material—Includes, but is not limited to the exact questions or reproduced copies of the exact questions which appear on any AFPT listed in AFIND 7 and this instruction; the exact scoring keys or reproduced copies of the exact scoring keys for AFPTs listed in AFIND 7 and this instruction; any materials used in the construction of those tests (outlines, scratch paper, etc.); and any other material which reflects actual test questions or answers. This does not include materials developed from an examinee's memory intended for personal use only.

Commercial Study Guide—Any commercial document that is designed with the intent to aid examinees or potential examinees in preparing for a specific AFPT. Refer to **Chapter 5** for authorized sources of these documents.

Examinee—An individual who has taken a specific AFPT at any time in the past or is in the process of taking a specific AFPT. For example, an individual who has taken the PFE or is in the testing room taking the PFE is considered a PFE examinee. However, an individual who has taken the AFOQT is not considered a PFE examinee because they are different AFPTs.

Group Study—An examinee or potential examinee discussing or sharing in any form, information about actual test material or marked/or highlighted testable material with other examinees, potential examinees, or other unauthorized individuals for the purpose of improving test scores or to aid in studying for an AFPT.

Illegal Study Material—Highlighted or marked study materials such as AFP 50-34 or CDCs that are shared with another examinee, potential examinee, or any other unauthorized individual with the intent of improving test scores or to aid in studying for an AFPT.

Potential Examinee—Certain individuals who may be administered a specific AFPT in the reasonably foreseeable future. For example, civilians and military members may take the AFOQT and are therefore potential examinees for the AFOQT. In addition, an enlisted member who may become eligible to take promotion tests is considered a potential examinee for those tests.

Pretest—Similar to a practice or sample test which includes, but is not limited to, any written or oral material in any question and answer format (multiple choice, fill in the blank, matching, essay, etc.). According to **Chapter 5** of this instruction, pretests only compromise actual test material when they are shared between, used, or observed by more than one examinee or potential examinee or any unauthorized individual.

Suspected Test Material—Any written material which is believed by authorities (e.g., AFOSI, TCO, TE, investigating officers) to contain actual test material. This suspected test material includes, but is not limited to actual test material, shared marked or highlighted testable material, and test ponies.

Testable Material—Includes, but is not limited to AFP 50-34, commercial study guides developed by an authorized source, CDCs, AFIs, documentary material produced and distributed through official channels, and personal study material. According to **Chapter 5** of this instruction, testable material only compromises actual test material when it is shared between, used, or observed by more than one examinee or potential examinee or any unauthorized individual with the intent of improving test scores or to aid in studying for an AFPT.

Testing Administration Period—The date and time allotted for examinees to take AFPTs.

Attachment 2**AIR FORCE OFFICER QUALIFYING TEST (AFOQT)**

A2.1. Purpose. The AFOQT is used to select candidates for officer commissioning programs and to classify commissioned officers into utilization specialties--pilot, navigator, or technical.

A2.2. Description. The AFOQT is available in two versions. Each version consists of 16 subtests that are used in one or more of five aptitude composites. AFPT 997, *USAF Officer Qualifying Test Information Pamphlet*, illustrates the 16 subtests and the aptitude composites. Scores on the subtests relate to performance in certain types of training. AFOQT composite scores are reported in percentiles.

A2.3. Personnel Tested. Applicants for any officer training program (except AFA) and all applicants for pilot training are required to take the AFOQT. Allow about 4 1/2 hours to administer the AFOQT and give the entire test to all examinees.

A2.4. Administering the AFOQT. Administer the AFOQT according to AFPT 983, *AFOQT Manual for Administration*. Normally, only administer the AFOQT to those individuals your unit directly supports. Make arrangements to obtain the applicant's scores if the AFOQT was administered at another location.

A2.4.1. When TCOs or TEs are eligible to apply for entry into a commissioning program, they must take the test and have their scores and test date recorded in their permanent records. If the TCO or TE has never taken the AFOQT and declines to take it at that time, he/she must sign a disclaimer memorandum stating the following: "I understand that while I have access to the AFOQT, I will not be able to take the AFOQT for application to a commissioning program or for any other program which requires official AFOQT scores. I understand this prohibition will remain in effect for 6 months after my last contact with any AFOQT CONTROLLED TEST MATERIAL."

A2.4.2. Include the SSN, date, and TCO account number in the disclaimer. A witness must also sign it. File the original copy of the disclaimer in the individual's records and provide copies to the MAJCOM TCO and HQ AFMPC/DPMYMT.

A2.4.3. TCOs and TEs ineligible to apply for commissioning programs, such as those age 36 or older, do not need to take either of the above actions.

A2.5. Scoring the AFOQT. All AFOQT answer sheets are centrally scored at HQ AFMPC.

A2.6. Retesting:

A2.6.1. Conditions for Retests. Do not normally allow retests. However, when authorized, do not administer a retest until at least 180 days have passed from the date the AFOQT was previously administered. Advise applicants to consider retests only when scores achieved on the last test are unobtainable, incomplete, or not indicative of their current skills and abilities (in the opinion of the recruiting official or commander). Always give the alternate form/version.

A2.6.2. Waivers. Do not allow more than one retest (two total administrations). **EXCEPTION:** The MAJCOM TCO may approve requests for a second retest (third test) or validation of a second retest, but must not grant them routinely. TCOs and TEs must advise applicants that requests must contain

details to show that their potential abilities have changed substantially since the last AFOQT administration.

A2.6.2.1. Requests must include evidence that the person has completed at least two college courses in subjects relevant to the AFOQT, or gained flying or other experience relevant to the skills and abilities measured by the AFOQT. Individuals must also include documentation of all education and experience to include grades achieved and other measures.

A2.6.2.2. TCOs must forward all requests for an individual's second retest or validation of a second retest through the MAJCOM TCO for approval (ANGRC for ANG applicants, HQ AFRES for reserve applicants, HQ AFROTC for AFROTC detachment applicants, and HQ AFRS for civilian officer training school (OTS) applicants).

A2.6.2.3. MAJCOM TCOs will forward a courtesy copy of all correspondence to HQ AFMPC/DPMYMT for tracking and validating scores. MAJCOMs will ask their testing locations to include a copy of the approval memorandum with the answer sheet when it is mailed for scoring.

A2.6.2.4. TCOs will forward all other requests for waivers to AFOQT retesting procedures such as a third retest, validation of a third retest, or retesting within the 6-month time interval through the MAJCOM TCO (ANGRC for ANG applicants, HQ AFRES for reserve applicants, HQ AFROTC for AFROTC detachment applicants, and HQ AFRS for civilian OTS applicants) to HQ AFMPC/DPMYMT for approval. These requests must also include justifications as outlined in paragraph A2.6.2.1. The MAJCOM TCO may disapprove.

A2.7. Longevity of Scores. AFOQT scores do not expire because scores from the first and second administrations have proven to be the most predictive of success in officer training and commissioning programs. However, you must use scores from the most recent test as the scores of record for those individuals with more than one set of scores. No waivers will be granted. In addition, do not combine scores from different forms or administrations of the AFOQT.

A2.8. Distributing and Recording AFOQT Scores. Scores are sent to the location at which the test was taken based on TCO account number. For MPFs, scores are transmitted through the Defense Data Network (DDN) and Reports on Individual Personnel (RIP) are generated. File these RIPs in the individual's record as an official source document and delete any prior AFOQT scores. Recruiting activities can access AFOQT scores through the Procurement Management Information System (PROMIS). Scores may also be obtained from HQ AFMPC/DPMYMT.

A2.9. Using Scores. Each accession source directs the uses of scores for applicants and selectees. For pilot training applicants, the AFOQT score of record will be used in the PCSM score.

A2.10. Disposing of Completed Answer Sheets. Package all answer sheets as specified in this instruction and mail certified according to **Table 3.1**. Include a transmittal memorandum or AFPT 237 with examinees' names and SSNs.

Attachment 3

BASIC ATTRIBUTES TEST (BAT)

A3.1. Purpose. The BAT measures certain cognitive, psychomotor, and personality attributes predictive of success in Air Force pilot training programs. BAT scores are used as a part of the PCSM score that combines BAT scores, AFOQT scores, and flying experience. The PCSM score is a percentile score that reflects the ranking of each examinee among all previous pilot candidates who have taken the BAT.

A3.2. Description. The BAT is a battery of subtests administered on a computer test station. Examinees are required to interact with the computer to provide their responses. It includes individual subtests that measure psychomotor coordination, cognitive abilities, and attitude toward risk.

A3.3. Personnel Tested. Test all applicants for Air Force pilot training programs. Allow about 3 hours to administer the BAT and give all examinees the entire battery.

A3.4. Administering the BAT. Administer the BAT according to procedures specified by the BOM, HQ AFMPC/DPMYMT, and the PCSM Program Management Office. Do not allow test proctors to administer the BAT or oversee its administration.

A3.4.1. Before having access to the BAT, all TCOs and TEs must take the BAT and have their scores recorded in their permanent records if they might ever want to apply for pilot training. If not, they must sign a disclaimer stating the following: "I understand that after I have had access to the BAT, I will be permanently disqualified from ever taking the BAT to apply for any Air Force pilot training program." Include the SSN, date, and TCO account number in the disclaimer. A witness must also sign it. If TCOs and TEs are ineligible for pilot training, do not take either of these actions. However, you must take a practice BAT as part of your training (refer to the BOM).

A3.4.2. File the original copy of the disclaimer in the individual's records and provide copies to the MAJCOM TCO and HQ AFMPC/DPMYMT. Individuals ineligible to apply for Air Force pilot training programs are not required to take either of the above actions.

A3.5. Scoring the BAT. Transmit BAT data electronically to the Test Processing Station (TPS) at the PCSM Program Management Office. The TPS automatically computes the PCSM score for those examinees with AFOQT scores.

A3.6. Retesting. Air Force pilot training applicants are limited to only one administration of the BAT so that practice effects do not invalidate scores. Because only one administration is allowed, PCSM scores remain valid indefinitely. TCOs and TEs must inform all examinees that only one administration of the BAT is authorized. Examinees who fail to inform the test administrator of a previous BAT administration will be permanently disqualified from consideration for Air Force pilot training programs. The TPS automatically invalidates multiple BAT scores.

A3.7. Distributing and Recording PCSM Scores. PCSM scores are automatically distributed to the TCO account number identified before BAT administration as the destination for scores. In many cases, actual testing locations will differ from the location to which the scores are distributed due to physical limitations of the BAT test stations. For MPFs, HQ AFROTC, and the USAF Academy, scores will be

transmitted through DDN and RIPs will be generated. File these RIPs in the individual's record as an official source document. Recruiting activities can access PCSM scores through PROMIS. Scores may also be obtained from HQ AFMPC/DPMYMT.

A3.8. Using Scores. Each accession source directs the use of scores for pilot training applicants. However, BAT scores are only used as an integral component for calculating PCSM scores. Accession sources or selection boards will not use them as an independent indicator.

Attachment 4**ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)**

A4.1. Purpose. The ASVAB evaluates specific aptitude areas and provides a percentile score related to requirements for selecting and classifying individuals for the Armed Services. There are two ASVAB testing programs--Student and Enlistment. The Student Testing Program applies to ASVAB testing in educational institutions such as high schools and vocational trade schools. The Enlistment Testing Program applies to ASVAB testing in authorized accessions testing facilities such as MEPS and mobile examining teams (MET). The Army is the executive agent for the overall ASVAB Testing Program. The Defense Manpower Data Center (DMDC) is the executive agent for ASVAB research and development.

A4.2. Description. The ASVAB produces four aptitude scores: Mechanical (M), Administrative (A), General (G), and Electronics (E) (MAGE). These scores are predictive of an individual's likelihood of succeeding through training for a variety of military occupations. There are several versions of the ASVAB, each of which is composed of 10 to 12 subtests combined to provide the MAGE composites.

A4.3. Personnel Tested. Administer the ASVAB to all nonprior service applicants for enlistment into the active force, AFRES, and ANG.

A4.4. Ordering Materials. Only overseas active-duty TCOs and TEs authorized to administer the ASVAB may order the materials listed in AFIND 7.

A4.5. Administering the ASVAB:

A4.5.1. Student Testing Program. MEPS personnel administer and control student versions of the ASVAB. MEPCOM assigns school teachers or school officials to assist in administering and proctoring ASVAB testing sessions. Responsibilities for student testing in DoD schools overseas are assigned regionally to the recruiting services of the Armed Forces. In England and Spain (except Rota), MPF TCOs and TEs assist AFRS by administering student versions of the ASVAB in DoD schools as requested, scheduled, and coordinated by Air Force recruiters. MPF TCOs and TEs control the student version of the ASVAB used for overseas testing.

A4.5.2. Enlistment Testing Program. MEPS and METs conduct enlistment testing for active-duty requirements. At overseas locations, MPF TCOs and TEs administer and control enlistment versions of the ASVAB.

A4.6. Retesting. All procedures apply to both student and enlistment ASVAB administrations.

- Applicants should be given a retest only to verify scores that do not appear to reflect an applicant's true ability. Applicants must never be retested just so the individual can increase aptitude area scores to meet standards prescribed for enlistment options or programs. However, recruits in Basic Military Training may be readministered the ASVAB for refining or changing classification decisions.
- Administer the ASVAB in its entirety.
- Give the first retest at least 30 days after the initial test. Always use an alternate form for a retest.

- Give subsequent retests after a 6-month waiting period. For example, if a retest is administered on 16 October, the earliest date an applicant can retest is on or after 16 April.
- Process requests for waivers to ASVAB retesting policy through the recruiting squadron via HQ AFRS/RSOP to HQ USAF/DPXET. Only DPXET has authority to approve waivers.

A4.7. Recording ASVAB Scores. Hand score answer sheets and record scores on the DoD Form 1304.12K, ASVAB Worksheet, or a computer-generated listing. Send the original to the recruiter, copy two with the answer sheets, and maintain copy three at the MPF.

A4.8. Using Scores:

A4.8.1. Enlistment. Refer to AFI 36-2002, *Enlistment in the United States Air Force* (formerly AFR 33-3), for using ASVAB scores and Armed Forces Qualification Test (AFQT) scores required to select applicants for enlistment in the active force and AFRES. For ANG enlistment, refer to ANGR 39-09, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*, for using ASVAB scores to select applicants without prior ANG service.

A4.8.2. Classification and Assignment. Refer to AFMAN 36-2108 (formerly AFR 39-1) for using ASVAB scores in the classification and assignment of airmen.

A4.9. Disposing of Completed Answer Sheets. Use **Table 3.1.** for instructions on how and where to mail answer sheets based on test administration location.

A4.10. Postenlistment Verification of ASVAB Scores:

A4.10.1. Due to variance in testing facilities and administration personnel, AL and AFRS perform postenlistment verification of pre-enlistment ASVAB results.

A4.10.2. AL readministers the ASVAB to a random sample of all enlistees on approximately the 6th day of Basic Military Training. Sample sizes will be sufficient to generate statistically reliable data and will vary depending on the number of enlistees and other Air Force test requirements. Upon completion of retesting, AL conducts appropriate analyses and compares the resulting retest scores with the pre-enlistment originals. AL/HRM then furnishes HQ AFRS the results of these analyses. HQ AFRS will closely monitor results of retesting and take management actions based upon retest results and major discrepancies between retest scores and pre-enlistment scores.

A4.10.3. Individual recruits selected for the postenlistment verification program will not have their scores of record changed to reflect the postenlistment verification results. The postenlistment verification scores will not be used as a primary determining factor to justify the separation of recruits.

A4.11. Additional Information. Refer to AFI 36-2002 (formerly AFR 33-3 and AFR 45-21) and AFI 36-2003, *Military Entrance Processing Station* (formerly AFR 33-7), for additional information about enlistment in the Air Force and ASVAB testing.

Attachment 5**ENLISTMENT SCREENING TEST (EST)**

A5.1. Purpose. The EST is an optional test administered at the discretion of a recruiter to screen potential enlistees. Scores are predictive of performance on the ASVAB and AFQT.

A5.2. Description. There are two versions of the EST. Each version measures verbal and mathematical abilities. The raw score is the total number of questions answered correctly from both parts of the test. That score is then compared to a probability table that provides expected scores on the ASVAB and AFQT.

A5.3. Personnel Tested. You may administer the EST to all nonprior service applicants for enlistment into the active force, AFRES, and ANG.

A5.4. Administering the EST. The majority of EST administration occurs at Air Force recruiting offices; however, ANG and AFRES TCOs may also administer the EST. Allow about 45 minutes to administer the EST. Refer to AFIND 7 for all materials to administer and score the EST.

A5.5. Retesting. TCOs must wait at least 30 days between EST administrations and allow only two retests within a 12-month period. Administer the alternate form.

A5.6. Recording EST Scores. Recruiting personnel record scores on AETC Form 319, Personal Interview Record. Include the test form administered, date of test, and raw score.

A5.7. Disposing of Completed Answer Sheets. Refer to **Table 3.1.**. Destroy answer sheets according to paragraph 4.3..

Attachment 6

ARMED FORCES CLASSIFICATION TEST (AFCT)

A6.1. Purpose. The AFCT evaluates airmen in the same four aptitude areas as the ASVAB, i.e., the MAGE composites. These aptitude areas relate to training success in particular groups of AFSs. Minimum scores are required for entry into certain AFSs that indicate the likelihood of an individual succeeding in the training or AFS.

A6.2. Description. The MAGE aptitude composites produced are parallel in content and meaning to those of the ASVAB.

A6.3. Administering the AFCT. Allow about 4 hours to administer the AFCT. Refer to AFIND 7 for necessary materials.

A6.4. Personnel Tested. TEs may administer the AFCT to officers who plan to enlist after separation. They may also give it to airmen in the regular Air Force, AFRES, or ANG when one of the following conditions exists:

- Records indicate current scores are incomplete or have been changed without authority.
- Scores are not recorded in the PDS.
- Commander determines current scores may not be indicative of the airman's abilities. This could be based on discrepancies between the airman's performance and the current scores, or additional training or experience that could improve the individual's scores.
- Current scores restrict them from applying for retraining into another career field or for a special duty assignment.

A6.5. Retesting. Wait at least 6 months from the last test before administering a retest. Use an alternate version. If an examinee wants to retest within 6 months from the last test, advise him or her to submit a request through the MPF TCO and MAJCOM TCO to HQ AFMPC/DPMYMT. Each level of command may disapprove the request but only HQ AFMPC/DPMYMT can approve it.

A6.6. Recording AFCT Scores. The TCO or TE documents the scores and date of test. File a copy in the MPF and provide a copy to the individual. If an airman obtains lower scores than the previous test administration, the TCO or TE must offer the airman the option of retaining the previous scores or accepting the new scores. Annotate which scores the individual chose to be the scores of record and update PDS only if the airman decides to keep the new scores. Never combine scores from different forms or administrations of the AFCT or ASVAB.

A6.7. Disposing of Completed Answer Sheets . Refer to **Table 3.1**. Destroy answer sheets according to paragraph 4.3.

Attachment 7**AIR FORCE DENTAL APTITUDE TEST (AFDAT)**

A7.1. Purpose. The AFDAT evaluates specific abilities essential for personnel in certain dental career fields. It is used to screen and select individuals for assignment into these career fields.

A7.2. Description. The AFDAT is a multiple-choice test. It contains four measures of spatial abilities that are combined into an overall composite score.

A7.3. Personnel Tested. Administer the AFDAT to airmen entering certain dental career fields on initial assignment or retraining, as indicated by AFI 36-2108 (formerly AFR 39-1).

A7.4. Administering the AFDAT. Allow about 1 hour to administer the AFDAT. Refer to AFIND 7 for necessary materials.

A7.5. Retesting. Wait at least 6 months from the last test before administering a retest.

A7.6. Recording AFDAT Scores. Record the scores by memorandum. File a copy in the MPF and provide a copy to the individual.

A7.7. Disposing of Completed Answer Sheets . Refer to **Table 3.1.**. Destroy answer sheets according to paragraph 4.3.

Attachment 8**DEFENSE LANGUAGE APTITUDE BATTERY (DLAB)**

A8.1. Purpose. The DLAB evaluates potential ability to complete formal foreign language training. It is used to screen and select foreign language trainees.

A8.2. Description. The DLAB is a multiple-choice test administered primarily by tape.

A8.3. Personnel Tested. The TCO or TE gives the DLAB to:

- Officers and airmen who are candidates for foreign language training conducted by the Defense Language Institute (DLI).
- Officers being considered for special assignments requiring foreign language skills. Do not give the DLAB to those who have already achieved reading and listening proficiency (at least R- 3, L-3) in the language required for the proposed assignment.
- Dependents of military personnel and civilians who need to meet special duty assignment criteria.
- Colonel selects within 120 days of notification of promotion selection (in accordance with HQ USAF/DPO policy). Do not test colonel selects if they already have DLAB scores on record.

A8.4. Administering the DLAB. Allow about 85 minutes to administer the DLAB. Refer to AFIND 7 for necessary materials.

A8.5. Retesting. Wait at least 6 months from the previous test before administering a retest. If an examinee wants to retest sooner, advise him or her to submit a request through the MPF and MAJCOM TCO to HQ AFMPC/DPMYMT for approval. The MAJCOM TCO may disapprove it. Qualifying scores on the DLAB are valid indefinitely.

A8.6. Recording DLAB Scores. Report as converted scores by memorandum. File a copy in the MPF and provide a copy to the individual. Also update the most current scores in PDS.

A8.7. Disposing of Completed Answer Sheets. Forward answer sheets to DLI quarterly. Refer to **Table 3.1.** for details.

Attachment 9**ELECTRONIC DATA PROCESSING TEST (EDPT)**

A9.1. Purpose. The EDPT evaluates the basic ability to complete formal courses for operating and programming electronic data processing equipment. It is used to screen and select airmen for the 3C0XX career field and select commissioned officers, airmen, and civilians for formal electronic data processing courses.

A9.2. Description. The EDPT is a multiple-choice test. It contains measures of verbal ability, symbolic reasoning, and arithmetic reasoning.

A9.3. Personnel Tested. The TCO or TE gives the EDPT to:

- Airmen applying for the Information Systems Career Field (3C0XX), either on initial assignment or retraining.
- All commissioned officers, airmen, and civilians applying for formal training courses requiring EDPT scores.

A9.4. Administering the EDPT. Allow about 90 minutes to administer the EDPT. Refer to AFIND 7 for necessary materials.

A9.5. Retesting. Wait at least 6 months from the previous test before administering a retest.

A9.6. Recording EDPT Scores. Report as raw scores by memorandum. File a copy in the MPF and provide a copy to the individual. Also update scores in PDS. Refer to AFMAN 36-2108 for minimum scores.

A9.7. Disposing of EDPT Answer Sheets. Refer to **Table 3.1**. Destroy according to paragraph **4.3**.

Attachment 10**AIR FORCE PROMOTION TESTS**

A10.1. Promotion Testing Program. Includes administration of SKTs, PFEs, and USAFSEs. These tests measure airmen's military knowledge and produce test scores for promotion. These scores are used in a weighted-factor promotion system to promote airmen to staff sergeant through master sergeant and are included in a combination of weighted and board scores for promotion to senior and chief master sergeant. Scores achieved on promotion tests contribute to each person's total score used in promotion selections.

A10.2. What Promotion Tests Measure. The PFE and SKT measure an individual's broad knowledge of the military and their specific specialty requirements, respectively. The USAFSE measures knowledge of supervisory and managerial responsibilities required and desired of senior NCOs.

A10.3. Description of Promotion Tests:

A10.3.1. SKT, PFE, and USAFSE: 100-item, multiple-choice tests, each taking approximately 2 hours to administer including instructions.

A10.3.1.1. SKT. They measure individuals' knowledge of their career field. Topics covered in SKTs are normally limited to those contained in the STS or CFETP for each AFS. References to support the SKT are normally CDCs or other publications listed as technical references on the STS or CFETP. Publications used as SKT reference must be available Air Force-wide.

A10.3.1.2. PFE. It measures relative levels of military and supervisory knowledge stated in the Military Training Standard (MTS) as identified in AFI 36-2202, *Managing and Conducting Military Training Programs* (formerly AFR 50-44). Test content is normally based entirely on information in AFP 50-34, volume 1.

A10.3.2. USAFSE. It evaluates practical military, supervisory, and managerial knowledge as reflected in the MTS. Test content is normally based on AFP 50-34, volumes 1 and 2.

A10.4. Promotion Test Development. AFOMS/OMD develops all promotion tests and associated materials, using the following minimum guidelines:

A10.4.1. Senior NCO SMEs with practical field experience determine the content of the SKT. They use the STS, occupational analysis data, and their own experience to clearly tie test content to performance of important tasks in the specialty. The SMEs who write the PFE and USAFSE use the MTS and MTS survey data in a similar way to write these tests.

A10.4.2. Write test questions using accepted principles of test construction for multiple-choice knowledge tests, including appropriate discrimination and difficulty indices. Write all test questions appropriate to the skill and grade level being tested using standard, direct, and concise language.

A10.5. Personnel Tested. The PDS produces a list of airmen eligible for testing before each testing cycle. The TE schedules every airman on this list for testing unless they are ineligible or unable to test for medical reasons (see paragraph 15.11.3.) Always give the current revision.

A10.5.1. PFEs. Give the PFE to all airmen eligible for and desiring promotion consideration to the grades of staff, technical, and master sergeant.

A10.5.2. SKTs. Give the SKT to all airmen eligible for and desiring promotion consideration to the grades of staff, technical, and master sergeant. Give them the SKT for the AFSC in which they are competing for promotion. Refer to ALL-TCO memorandums for specific SKT exemptions. Refer to AFI 36-2502, *Promotion of Airmen* (formerly AFR 39-29), for additional information on SKT exemptions (such as retraining).

A10.5.3. USAFSEs. Give the USAFSE to all airmen eligible for and desiring promotion consideration to the grades of senior and chief master sergeant.

A10.6. Selection of SMEs for Test Development. For USAFSE and PFE test development projects, HQ AFMPC/DPMYMT, in conjunction with AFOMS/OMD, announces nomination procedures by memorandum approximately 120 days before each project date. For SKTs, projected SME requirements are listed in the USAF PTT 2 years in advance of the project date. The following procedures are used to select SMEs for test development projects.

A10.6.1. MAJCOM Actions. For USAFSEs and PFEs, the MAJCOMs will use a command nomination process. CMSgts or CMSgt selectees write the USAFSEs. SMSgt selectees and above write the PFEs. For SKTs, MAJCOMs will select SMEs who are technical experts in their specialty. SKT SME selections are coordinated with the MAJCOM career field manager to select the most capable members. For SKT SME selections, do not select individuals from overseas units. **EXCEPTION:** HQ Air Intelligence Agency (HQ AIA) may select members assigned to overseas units when determined to be in the best interest of the test development project. Additionally, MAJCOMs will perform the following actions in support of SME selection:

- Adhere to required timelines as specified in the USAF PTT.
- Request release from levies in writing to AFOMS/OMD as soon as possible with justification so that rapid relevy action can be taken if necessary. Request SME release only due to extreme or unforeseen circumstances.
- Advise the unit levied that AFOMS will fund the TDY.
- Comply with the USAF PTT for nomination and assignment of SMEs.

A10.6.2. Unit Commanders. Personally interview each selectee to ensure they meet the following requirements. (MPFs will provide the unit commander a list of these requirements before the interview.)

A10.6.2.1. For SKTs, SMEs must:

- Hold the rank of MSgt or selectee, SMSgt, or CMSgt (MSgts are preferred).
- Possess the 7-skill level for and work in the AFS for which they are scheduled to write tests. NCOs who possess the 9-skill level may be selected if they have advanced from the career ladder for which the tests are being developed.
- Be familiar with the major types of equipment and duties in the specialty, have extensive background in the career field (including technical training where appropriate courses are available), and have working knowledge of primary reference material in the career field.
- Have good verbal and writing abilities.

- Have no personal or family problems, or future TDY requirements that would interfere with availability for the entire TDY, excluding unforeseen emergencies.
- Have no spouse or family member in the same career field.

A10.6.2.2. For PFE and USAFSEs. HQ AFMPC/DPMYMT will provide SME requirements with the nomination procedures referred to in paragraph A10.6. Unit commanders will personally interview each selectee to ensure they meet the requirements specified by HQ AFMPC/DPMYMT.

A10.6.3. MPFs. Upon receipt of the MAJCOM by-name levy or at least 4 weeks before the reporting date, provide the name, grade, duty telephone, and home mailing address of selected SMEs to AFOMS/OMDQS. Prepare and send one copy of the TDY orders to AFOMS/OMDQS at least 2 weeks before the reporting date. Advise selected SMEs to contact AFOMS/OMDQS if they have any questions about their TDY. This is particularly important for those personnel who receive short notice (less than 2 weeks) of their selection. When problems with SMEs occur, contact the appropriate MAJCOM for resolution.

A10.7. Requisitioning Material for WAPS Reference Libraries:

A10.7.1. ECI provides WAPS packages to eligible examinees using a 1:5 ratio. At least 120 days before the beginning of WAPS testing, ECI surveys all MPFs (Training Unit) for projected WAPS Catalog requirements.

A10.7.2. Upon receipt of the WAPS Catalog, MPFs review it and distribute a copy to each unit and GSU. Unit WAPS monitors review the WAPS Catalog, check their inventories, and submit their requirements to the MPF. The MPF then submits the consolidated order for all unit/GSU WAPS CDC material. MPFs must adhere to the 1:5 ratio.

A10.7.3. If ECI, the publications distribution office, or another source cannot provide a publication for study reference material, the MPF requests assistance from the MAJCOM. If possible, MAJCOMs must redistribute reference materials to meet the need. If unable to resolve, the MAJCOM training unit informs HQ AFMPC/DPMYMT, HQ AFMPC/DPMAJW, and AFOMS of the problem. HQ AFMPC/DPMYMT in conjunction with AFOMS resolves the reference material problem.

A10.8. Procuring Promotion Test Materials:

A10.8.1. AFIND 7 and periodic ALL-TCO memorandums list current test materials for each cycle. Before the start of each testing cycle, AFOMS/OMDV sends all TCOs two copies of a survey containing SKT, PFE, and USAFSE test materials to be used during the cycle. TCOs and TEs enter the number of copies of each test needed on the list and return it to AFOMS/OMDV within 15 days of receipt.

A10.8.2. Only order tests for which there is a known requirement. The ratio of tests to examinees is generally one test booklet for every five airmen assigned in each control AFSC (CAFSC) and grade and should not exceed the number that will be tested at any one time. TCOs supporting GSUs may need to order more booklets because of mailing delays.

A10.8.3. AFOMS/OMDV furnishes TCO booklet requirements and the address listing to AFPDC for initial distribution to the TCOs. AFOMS/OMDV also sends TCOs a list of the AFPT requirements that were processed.

A10.8.4. On receipt of the tests, the TCO or TE must personally open the inner envelope, verify the contents, sign the receipt form, and immediately return the receipt to AFPDC.

A10.9. Maintaining the Required AFPT Revision. TCOs must maintain at least one copy of tests applicable to the current cycle until testing has begun for the next cycle. **EXAMPLE:** Do not destroy tests valid for the current cycle until testing has begun for the next year's cycle, and then only if the test has been revised or listed as obsolete in AFIND 7.

A10.10. Scheduling Promotion Testing. TCOs and TEs will adhere to the following promotion testing cycles and schedule all promotion eligibles during the allocated testing window for each grade.

Cycle	Testing Window
SSgt	1 Apr - 30 Jun
TSgt	1 Jan - 31 Mar
MSgt	1 Jan - 31 Mar
SMSgt	1 Oct - 31 Oct
CMSgt	1 Aug - 31 Aug

Do not test an airman outside the established testing cycle except as stated in this instruction. Begin scheduling testing early in the cycle until testing is completed. Testing late in the cycle should be the exception. Also work with units to cover unusual circumstances. Do not delay testing to give additional study time unless individuals did not have access to study reference materials at least 30 days before their test date.

A10.10.1. Personnel Departing Permanent Change of Station (PCS). Test personnel departing PCS before departure if present for any portion of their testing cycle. If you cannot test an individual before departing PCS (without temporary duty (TDY) en route), provide a RIP 1566, Notification of WAPS Promotion Testing/AF Form 1566, WAPS Test Verification, with parts I and II completed to the gaining MPF. If the member will be TDY (including TDY en route), the losing MPF sends the AF Form/RIP 1566 to the MPF servicing the TDY location for timely testing of the individual. In the case of TDY en route, the losing MPF must advise the gaining MPF of these actions.

A10.10.2. Personnel Departing TDY. Test members departing or returning TDY during the normal testing cycle at their home station before departure or after return. If the TDY period begins before the testing cycle starts and extends beyond the end of the testing cycle, test members at the TDY location if testing facilities are available. Test members as soon as possible upon return from TDY if they were not able to test at the TDY location. Give members reasonable notice of the test date. Test individuals before the cycle starts if they sign a statement requesting early testing.

A10.10.3. Personnel Departing to Contingency Operations. TCOs and TEs will use the following procedures for personnel deployed to real world operations with limited objectives (less than general or limited war), not including exercises.

A10.10.3.1. Give all members who deploy at least 90 days in support of a contingency operation 60 calendar days preparation time (30 days personal time (including leave) and 30 days study time) upon return to home station before testing them for promotion. Members must ensure they receive the authorized personal or study time. They may waive their right to the full 60 days prep-

aration time by signing a statement. Complete promotion testing between 60 to 75 days after members return from deployment.

A10.10.3.2. Give all members who deploy for less than 90 days a delay in testing up to 30 days upon request from the unit commander. The unit commander must base this request on the duration of deployment and the conditions at the deployed location.

A10.10.3.3. Unit orderly rooms will advise MPFs as soon as possible when a member requiring testing is scheduled for deployment so that testing can be accomplished before departure. Unit orderly rooms and MPFs must advise deploying members to take their study references with them whenever possible.

A10.11. Testing after the Normal Test Cycle. Only test members out-of-cycle if they are late gains, previously overlooked, deployed, medically excused, or TDY for the duration of the cycle. Explain supplemental promotion procedures to the affected individuals (refer to AFI 36-2502).

A10.11.1. The MPF chief approves all out-of-cycle testing except for medical deferment as specified in paragraph **A10.11.3**. Testing in support of out-of-cycle supplemental consideration will be processed according to AFMAN 36-2622, volume 1, *Base Level Military Personnel System* (formerly AFM 30-130).

A10.11.2. Schedule individuals for testing who become eligible unexpectedly (e.g., supplementally promoted or correction of records action) after 30 days have passed from the date of identification. Do not give additional study time to individuals who were overlooked since it is their responsibility to be ready to test.

A10.11.3. Excuse airmen from testing with an escort during the appropriate test cycle for medical reasons if they have an AF Form 422, Physical Profile Serial Report, from the installation medical treatment facility. The AF Form 422 will indicate if the airman is or is not medically able to study during this period. Schedule testing after the release date of the temporary restriction listed on the AF Form 422. If the condition still exists after that date, the airman must obtain a new AF Form 422. Counsel airmen that unless they were restricted from studying, they will be tested upon release with no additional study time allowed and must prepare themselves accordingly. Give personnel who cannot study due to classified or restricted references 30 days study time upon medical clearance.

A10.11.4. Test patients assigned to Air Force medical facilities who have study references and are well enough to test as determined by the physician and unit commander. They may decline to do so just as other eligibles. Test patients who were in a non-Air Force hospital upon return to duty or transfer to an Air Force facility. Schedule these members for testing ensuring at least 30 days access to study reference material.

A10.12. Supplemental Testing. Test individuals for supplemental promotion consideration according to the individual test requirements provided by HQ AFMPC/DPMAJW and additional guidance from AFOMS/OMD. Give the current revision if testing for the next cycle has already begun. For example, tests valid for cycle 95A5 will be given until testing begins for cycle 96A5. Never administer an obsolete test for supplemental promotion consideration.

A10.13. Testing Notification. TCOs or TEs must coordinate test dates between MPFs, unit WAPS monitors, and/or unit commanders. The unit commander must notify and direct airmen to report for testing as

scheduled. The unit commander also advises members that failure to show or late arrival may render them ineligible for promotion for that cycle. The airman completes AF Form/RIP 1566. The WAPS monitor returns the original to the MPF and gives a copy to the member.

A10.13.1. Airmen acknowledge receipt of the scheduled testing appointment by completing the RIP, 1st indorsement, paragraphs 2 and 3.

A10.13.2. Airmen who decline promotion testing complete the 1st indorsement, paragraph 1 of the RIP. All testing declinations must be done in the presence of, and signed by, a witness. The MPF counsels the individual that declining to test will make him or her ineligible for promotion for that cycle. Tell first-term airmen with separation dates that testing protects promotion eligibility in the event their reenlistment intent changes. Tell them that refusal to test disqualifies them from receiving separation pay, if otherwise qualified for such pay.

A10.13.3. Do not permit a person to withdraw a declination statement unless there are unusual humanitarian reasons. If fully justified, wing commanders or equivalent may approve the withdrawal of a declination statement for unusual circumstances or hardship reasons at any time. This authority may not be delegated.

A10.13.4. If an airman elects not to complete the AF Form/RIP 1566, it constitutes refusal to test and will render the individual ineligible for promotion for the current cycle.

A10.14. No-Shows for Testing. Unit commanders may approve rescheduling of individuals who did not report for testing as specified on the AF Form/RIP 1566 if they are convinced the airman did everything in his or her power to make the appointment.

- Do not allow individuals in the testing room after the starting time recorded on the 1566 RIP. All examinees must be on time.
- If an airman fails to report for scheduled testing, follow the procedures outlined in AFI 36-2502.

A10.15. Testing Errors. When an airman is administered the wrong promotion tests, schedule and administer the correct tests as soon as possible after the error is found. If the error is discovered after the testing cycle, provide the airman additional study time (up to 30 days) before administering the correct test. **EXCEPTION:** If the airman was administered an SKT for the wrong shredout of an AFSC, request testing instructions from HQ AFMPC/DPMajW. Regardless of circumstances, forward all answer sheets with any answers marked to HQ AFMPC/DPMajW2C. Annotate sheets "erroneously administered test."

A10.16. Preparing and Mailing Materials for Scoring:

A10.16.1. Answer Sheets and Test Rosters. Review all answer sheets (AFPTs 851) and test rosters (AFPTs 237) per AFPT 250. See **Table 3.1**.

A10.16.2. Packaging and Mailing. TCOs and TEs may mail WAPS and USAFSE answer sheets together with separate rosters. Include answer sheets for any promotion test given by mistake or approved for readministration in regular WAPS or USAFSE packages under transmittal memorandums citing circumstances or authority for retesting. Mail daily if possible but do not keep answer sheets longer than 6 calendar days. If you have an STCO, mail test materials within 6 calendar days of receipt from the STCO.

A10.16.3. Package Control. Set up a control log for WAPS and USAFSE accounts at the beginning of each calendar year or when a new test facility is established. Use separate control logs for each TCO account. Number packages sequentially beginning each year with 001. If you have test answer sheets from the previous year not mailed until January, number them from the previous year's log book. Indicate the last package of the year: (**EXAMPLE:** TCO 1325-096-300 LAST PACKAGE CY 94). Indicate the assigned package number and the TCO account number immediately to the right of the unit designation in the return address element on the outside of each package. An example for the correct recording on the package wrapper:

- 62 MSSQ/MSPPP (TCO 1560-012-050) McChord AFB WA 98438-5016
- The numbers illustrate: 1560 - TCO account number, 012 - package sequence number, and 050 - number of answer sheets enclosed in the package. When there is a break in the sequence of package numbers from an individual TCO account, HQ AFMPC/DPMAJW2C notifies the TCO to begin tracer action.

A10.17. Score Notices. After promotion lists are announced for a particular grade, HQ AFMPC sends each airman considered for promotion a WAPS or USAFSE score notice RIP. It will indicate the promotion score cutoff, the individual's test scores, and points for all other factors.

A10.18. Score Verification. If an individual believes a scoring error occurred, he or she must forward a request for verification with evidence to the MPF promotions and testing unit for consideration. An individual's request for verification of test scores will only be honored when there is substantial evidence that a scoring error may have occurred. The MPF disapproves requests unless there is substantial evidence. The MPF forwards requests through the MAJCOM TCO to HQ AFMPC/DPMAJW for consideration.

Attachment 11

DEFENSE LANGUAGE PROFICIENCY TESTS (DLPT) AND DEFENSE LANGUAGE READING PROFICIENCY TESTS (DLRPT)

A11.1. Purpose. DLPTs evaluate the ability to understand written and spoken material presented in a foreign language. DLRPTs evaluate the ability to understand written foreign language material.

A11.2. Description. The DLI, Foreign Language Center (DLIFLC), develops, revises, and conducts research for DLPTs and DLRPTs. There are four series of DLPTs--DLPTs I, II, III, and IV. DLPTs I and II assess both reading and listening skills in one testing session which lasts approximately 1 1/2 hours. The DLPTs III and IV have three tests to assess listening, reading, and speaking skills. The reading test requires about 3 hours to administer. The listening test requires about 2 hours to administer. The speaking assessment needs the use of two cassette recorders and takes about 45 minutes to administer. The DLRPTs take approximately 2 1/2 hours to administer. AFIND 7 contains a list of current DLPTs and DLRPTs.

A11.3. Personnel Tested. Test all officers and airmen in the regular Air Force, ANG, or USAFR who claim proficiency or native language ability in one or more foreign languages. You may also test:

- Spouses of military members if required for a special duty assignment.
- Those trying to qualify for FLPP.
- Personnel assigned in the Crypto-Linguist career field (as directed by HQ AIA).

A11.4. Administering DLPTs and DLRPTs:

- Schedule personnel for testing between 1 July and 31 December each year. The MPF chief may authorize testing outside the normal window.
- When retesting, administer an alternate version if one is available. Flip a coin to determine which version to administer if you do not know which one the individual took previously.
- If an individual claims proficiency in a language for which a DLPT or DLRPT is not listed in AFIND 7, contact HQ AFMPC/DPMYMT for guidance. In these cases, a telephone interview with DLI is arranged to assess an individual's foreign language skills in speaking and listening. These will only be conducted for FLPP qualification or to satisfy a mandatory requirement.
- Effective 1 July 1994, use headsets to administer all DLPTs. Use local testing requirements to determine specific equipment components needed.

A11.5. Retesting:

- Mandatory Retesting.** Retest all Crypto-Linguist personnel annually. Units with assigned linguists are responsible for ensuring this requirement is met.
- FLPP Retesting.** Retest personnel receiving FLPP annually as specified in attachment 12.
- Other Retesting.** If 1 year has elapsed since the previous DLPT or DLRPT administration, retest personnel if they have completed formal foreign language training or possess greater language proficiency than shown in personnel records. Self-study, duty assignment, or assignment in a foreign country where the language is commonly used could increase an individual's proficiency.

A11.6. Scoring DLPTs and DLRPTs. DLRPTs and DLPTs I, II, III, and IV use independent scoring systems. Score locally using the scoring instructions in the respective DLI administration and scoring manual listed in AFIND 7.

A11.7. Recording DLPT and DLRPT Scores:

- A11.7.1. Report results by proficiency levels in a listing or memorandum. File a copy at the MPF and in the TCO file. Give a copy to the individual. Refer to Air Force Joint Instruction (AFJI) 14-107, *Management of the Defense Foreign Language Program*, for a complete description of the proficiency levels. Also update results in PDS using the codes in **Table A11.1**.
- A11.7.2. Do not remove test results from a member's record unless they are superseded. Individuals denying language proficiency but whose records reflect previous training or testing in the language can request deletion of DLPT scores from their record. Advise them to forward a memorandum through their unit commander or designated representative to the MPF explaining their lack of current proficiency. If the commander or designated representative agrees, update PDS with proficiency level code "N" (No longer proficient) for the language and the date of the commander's indorsement.

A11.8. Using Scores. Results are used to select personnel for programs or assignments that may require minimum language proficiency levels. They are also used to determine eligibility for FLPP. Scores may be used in the compilation of an Air Force linguistic file and foreign language statistical reports. They may also provide a basis for language training requirements.

A11.9. Disposing of Completed Answer Sheets. Forward all completed DLPT and DLRPT answer sheets to DLI quarterly. Refer to **Table 3.1** for details.

Table A11.1. Language Proficiency Levels and Codes.

PDS Code	Level	Proficiency	
A	0	None	no practical understanding of the spoken language.
B	0+	Memorized	understands a number of memorized utterances in areas of immediate needs.
C	1	Elementary	understands utterances about basic survival needs and minimum courtesy and travel requirements.
D	1+	Elementary	understands short conversations about all survival needs and limited social demands.
E	2	Limited working	understands conversations on routine social demands and limited job requirements.
F	2+	Limited working	understands most routine social demands and conversations on work requirements as well as some discussions on concrete topics related to particular interests and special fields of competence.
G	3	General professional	understands the essentials of all speech within a special field.

Attachment 12**FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)****A12.1. What is FLPP:**

A12.1.1. FLPP is a monthly monetary incentive paid to eligible and qualified military personnel possessing foreign language proficiency. The objective of FLPP is to encourage the acquisition, maintenance, and enhancement of foreign language skills vital to national defense. The ability of the Air Force to interact in the international arena and respond effectively to any global contingency mandates the need for qualified personnel to communicate with our allies and the local populations as well as with our adversaries.

A12.1.2. FLPP is an incentive for Air Force military members to pursue self-study of comprehensive language fluency to enhance and maintain language skills at or beyond the limited proficiency required for job and mission performance. Individual participation is voluntary. A member's application, qualification, and receipt of FLPP constitute acknowledgment that he or she may be called upon to respond to global contingency requirements.

A12.2. Who Authorizes FLPP:

A12.2.1. FLPP is authorized under provisions of Title 37 U.S.C., Section 316, and Public Law (PL) 99-661, National Defense Authorization Act for Fiscal Year 1987, and is administered according to DoD Military Pay and Allowances Entitlements Manual.

A12.2.2. The Secretary of the Air Force (SAF) determines which foreign languages, specialties, and duties fall under the Air Force FLPP program. SAF may initiate, terminate, increase, or decrease FLPP within the scope of PL 99-661.

A12.2.3. The Assistant Chief of Staff, Intelligence (ACS/I), HQ USAF/IN is the service program manager (SPM) for the Air Force Language Program (AFFLP) and FLPP. HQ USAF/IN represents the Air Force in the Defense Foreign Language Program (DFLP). The SPM provides management policy for the development, coordination, and conduct of the FLPP program as well as for the AFFLP. At the direction of HQ USAF/IN, attachment 12 assigns responsibilities required to administer FLPP under uniform policy within existing directives. HQ USAF/IN also approves language-designated positions (LDP) in agencies employing Air Force personnel and determines which languages are authorized FLPP within the Air Force.

A12.3. Requirements for FLPP Eligibility:**A12.3.1. Active-duty members must:**

- Be entitled to basic pay under Title 37 U.S.C, Section 204,
- Be certified as proficient on a DLPT/DLRPT in an authorized foreign language,
- Be recommended to receive the pay by their commander,
- Be career airmen (second term or above; however, personnel proficient in critical languages or assigned to an LDP are not required to be career airmen to qualify), and
- Possess a minimum SECRET security clearance.

A12.3.2. Reserve component members must:

- Be entitled to compensation under Title 37 U.S.C., Section 206, and
- Meet the same requirements as active-duty members. These members receive 1/30th of the authorized monthly amount for each paid period of inactive duty training and for each day of active duty performed.

A12.4. FLPP Qualification:

A12.4.1. Personnel will qualify annually for FLPP by taking the DLPT/DLRPT in the language to which they are assigned or qualified. Those individuals assigned in a foreign country where Air Force representation or installations are not normally located are tested before reporting in-country.

A12.4.2. The TCO or TE conducts annual DLPT/DLRPT testing between the months of July and December. In unique circumstances, the MPF chief may authorize out-of-cycle testing.

A12.4.3. The individual will contact the MPF to arrange for initial and annual testing understanding that failure to test as scheduled may result in loss of FLPP until the following year. The individual's request for initial testing must include acknowledgment that once qualified for FLPP, failure to retest annually will result in a loss of FLPP until the following year.

A12.4.4. Members must qualify in listening and reading. Administer the listening section of the DLPT before the reading section. Normally do not administer the reading section of the DLPT unless the member qualified on the listening section. Do not administer the speaking test for FLPP qualification unless HQ USAF/IN establishes the additional requirement to qualify on the speaking test for FLPP. Contact HQ AFMPC/DPMYMT to arrange a telephone interview for FLPP qualification if a DLPT or DLRPT is not available in a particular language. If an individual's language proficiency cannot be evaluated through testing or interview, it cannot be certified for FLPP.

A12.4.5. Do not retest individuals who fail to qualify in a language in that same language until the following FLPP testing cycle. This is a mandatory requirement and cannot be waived unless an individual has participated in vigorous, formal training to increase language proficiency. HQ AFMPC/DPMYMT and HQ USAF/INRF will determine if training meets these criteria. Only administer another DLPT before the next testing cycle when an individual is reassigned to another LDP that requires a different language. With the consent of the commander, test the individual in the newly assigned language.

A12.4.6. Use the effective date of initial certification as the FLPP start date. This is the date the commander indorses the individual's request to the MPF for testing. In doing this, the commander acknowledges the individual is available for global contingencies. However, a commander cannot deny a member from applying for FLPP due to local manning conditions and the potential loss of an individual. The commander also ensures that the individual is of character and quality suitable for world-wide deployment. FLPP is retroactive to this certification date regardless of the date testing is scheduled and conducted.

A12.4.7. Pipeline students undergoing basic language training are not eligible for FLPP until successful completion of 3-skill level training. DLPT scores from DLIFLC are valid for FLPP (refer to **Table A12.2.**).

A12.4.8. Members TDY for at least 30 consecutive days in an LDP are eligible for FLPP with their commander's certification.

A12.5. FLPP Recertification:

A12.5.1. Once members are certified and receiving FLPP, conduct testing between 1 July and 31 December each year. Members continue to receive pay effective 1 January of each year without interruption upon qualification. Members qualified in more than one dialect of a language will only receive pay for one.

A12.5.2. If an individual is unavailable to retest during the FLPP recertification window, the commander must certify that the member was unavailable for testing and will retest within 45 days of becoming available. In these cases, terminate FLPP at end-of-cycle and restart it if the member requalifies within 45 days of availability. Under no circumstance will a member begin to receive another 12 months of FLPP without recertification. This will not be waived.

A12.5.3. Individuals may be eligible for FLPP for more than one language (Spanish and Tagalog are excluded from second-language qualification). Members assigned to LDPs and Crypto-Linguist personnel must attempt to qualify first in the language of the assigned LDP or Crypto-Linguist equivalent. However, failure to qualify in the assigned language does not preclude the member from attempting to qualify in another language.

A12.5.4. Individuals must inform their commander of any changes in proficiency that may affect continued eligibility for FLPP.

A12.6. FLPP Payment:

A12.6.1. An individual may receive pay for more than one language although total payment will not exceed \$100 per month. Members qualified in more than one dialect of a language will only receive pay for one.

A12.6.2. Use the lowest qualifying proficiency level for listening or reading to determine the amount of payment. There is no payment for proficiency below level 2 nor an increase in payment for proficiency higher than level 3. Use the matrix below to determine the amount of monthly payment.

Language Difficulty		Proficiency Level/PDS Code	
Category	2/E	2+/F	3/G
I	NA	\$75**	\$100**
II	NA	\$75	\$100
III	\$50*	\$75**	\$100**
IV	\$50*	\$75	\$100

*Critical languages only (Arabic, Chinese, Korean, and Russian).

**Spanish and Tagalog speakers must be serving in an LDP or language-inherent career field to qualify for FLPP.

A12.6.3. The Defense Finance and Accounting Service Military Pay Directorate (DFAS-DE) is the focal point for automated military pay transactions for payment of FLPP to qualified individuals. DFAS-DE must submit documentation on FLPP expenditures to the SPM no later than 31 July and 31 January every year. The report will provide the following information on each individual drawing FLPP: name, grade, SSN, MPF identification code, and end total. Compilation of the report uses

guidance prescribed in Report Control Symbol HAF-INS(SA)8701 and AFI 37-133, volume 2 (formerly AFR 4-20).

A12.7. LDP Validation:

- Unit commanders must take action to code all duty positions requiring language proficiency to perform the mission. These coded positions ensure training requirements are identified to provide fully qualified linguists. The SPM or designee approves all LDPs on an AF Form 1780, Request to Establish/Change Foreign Language Designated Position (LDP), as described in attachment 13.
- Do not submit an AF Form 1780 to validate duty positions in the Crypto-Linguist career field or any special duty identifier (SDI) requiring foreign language proficiency in the duty description.
- LDPs are identified on the manpower files by an AFSC, a 2-digit alpha code for the language required, and a 1-digit alpha code indicating the proficiency level required for listening, reading, and speaking.

A12.8. Program Management:

A12.8.1. The using agency's appointed FLPM will:

- Establish and maintain a continuing program of identification, certification, and utilization of foreign language proficient personnel.
- Publicize and send to subordinate units all policy and procedural guidance received from HQ USAF/IN and HQ AFMPC/DPMYMT on FLPP.
- Request authorization or deletion of LDPs in their command.
- Establish a command-level foreign language program in coordination with DLIFLC, Distance Education Division and USAF/INR in accordance with DLI Pamphlet 350-5, *DLIFLC Catalog of Instructional Materials*. This includes assisting subordinate units in establishing, obtaining materials, and maintaining appropriate language maintenance facilities and programs.

A12.8.2. The Air Reserve Personnel Center (ARPC) monitors individual mobilization augmentee (IMA) personnel eligible for FLPP and requests the IMA closely coordinate test scheduling with the appropriate MPF. IMA personnel are to be tested at their assigned or attached MPF, whichever is most convenient for the member and least costly to the Air Force.

A12.8.3. MPFs will:

- Assist unit commanders by publicizing program requirements and identifying personnel requiring testing.
- Notify unit commanders and members of test results.
- Prepare appropriate source documents to update records, reports, and PDS to start, change, or stop FLPP.

A12.8.4. Unit commanders will:

- Identify and certify personnel eligible for FLPP.
- Certify memoranda or computer products to start, change, and stop FLPP.
- Validate and identify positions requiring language proficiency on manpower documents.

- In extenuating circumstances, authorize testing to be rescheduled upon a member's availability for testing after assignment to a location in which testing could not be conducted and FLPP was terminated.

Table A12.1. Air Force Foreign Languages Approved for FLPP.

Difficulty Category I	
Language	Code
Afrikaans	AA*
Basque	BQ*
Danish	DA
Dutch	DU*
French	FR
(Creole)	HC
Hausa	HS
Icelandic	JC
Italian	JT
(Neapolitan)	JM*
(Sardinian)	JK*
(Sicilian)	JS*
Norwegian	NR
Portuguese	PT
(Brazilian)	PQ
Somali	SM*
Spanish	QB**
Swahili	SW
Swedish	SY

Difficulty Category II.	
German	GM
(Swiss)	GS*
(Bavarian)	GT*
Hindi	HJ
Indonesia	JN
Kashmiri	KB*
Malay	ML*
Romanian	RQ
(Moldavian)	
Urdu	UR*

Difficulty Category III	
Albanian	AB
Amharic	AC
Armenian	AR*
Azerbaijani	AX*

Baluchi	BT*
Bengali	BN*
Bulgarian	BU
Burmese	BY
Cambodian	CA
Czech	CZ
(Slovak)	SK*
Estonian	ES*
Finnish	FJ
Hebrew	HE
Hungarian	HU
Kurdish	KU*
Lao	LC
Latvian	LE*
Lithuanian	LT
Mongolian	MV*
Nepalese	NE*
Persian	
(Farsi)	PF
(Dari)	PG*
Polish	PL
Pushtu	
(Afghan)	PV*
(Peshawari)	PW*
Russian	RU
Serbo-Croatian	SC
Slovenian	SL
Tagalog	TA**
Thai	TH
Turkish	TU
Ukrainian	UK
Vietnamese	
(Hanoi)	VN
(Central)	VC*
(Saigon)	VS*

Difficulty Category IV

Arabic
(Modern)

(Standard)	AD
(Egyptian)	AE*
(Sudanese)	AV*
(Classical)	AJ*
(Maghrebi)	AM*
(Libyan)	AL*
(Moroccan)	BS*
(Tunisian)	BW*
(Saudi)	AN*
(Yemeni)	AU*
(Syrian)	AP*
(Jordanian)	AK*
(Lebanese)	AQ*
Chinese	
(Cantonese)	CC*
(Fukienese)	CF*
(Hakka)	CH*
(Mandarin)	CM
(Anhwei)	CN*
(Fuchow)	CQ*
(Wu)	CS*
(Toishan)	CT*
(T'ung)	CW*
(Yao)	YC*
(Amoy)	YD*
(Swatow)	YE*
Korean	KP

* Languages which do not have a current DLPT/DLRPT listed in AFIND 7. Refer to paragraph **A12.4.4.**

** Spanish and Tagalog speakers must be serving in an LDP or language-inherent AFSC.

Table A12.2. .FLPP Testing Cycles.

R U L E	A	B	C	D
	If member is:	and member:	pay is:	member retests
1	in an LDP and is not receiving FLPP (notes 1 and 2)	tests and qualifies for FLPP between 1 Jul - 31 Dec of current year	authorized from date of commander's certification memorandum through 31 Dec the following year	between 1 Jul - 31 Dec of following year to determine pay rate for 1 Jan - 31 Dec of next year.
2		tests and fails to qualify between 1 Jul - 31 Dec of current year	not authorized	between 1 Jul - 31 Dec of following year to qualify for FLPP for 1 Jan-31 Dec of next year.
3	in an LDP and is receiving FLPP (notes 1 and 2)	tests and qualifies for FLPP between 1 Jul - 31 Dec of current year	continued through 31 Dec of following year	between 1 Jul - 31 Dec of following year to determine pay rate for 1 Jan - 31 Dec of next year.
4		tests and fails to qualify for FLPP between 1 Jul - 31 Dec of current year	stopped effective 31 Dec of current year	between 1 Jul - 31 Dec of following year to qualify for FLPP for 1 Jan- 31 Dec of next year.
5	not in an LDP and is not receiving FLPP	tests and qualifies for FLPP between 1 Jul - 31 Dec of current year	authorized from date of commander's certification memorandum (no earlier than 1 Jul) through 31 Dec of following year	between 1 Jul - 31 Dec of following year to determine pay rate for 1 Jan - 31 Dec of next year.
6		tests and fails to qualify between 1 Jul - 31 Dec of current year	not authorized	between 1 Jul - 31 Dec of following year to qualify for FLPP effective date of commander's memorandum.
7	not in an LDP and is receiving FLPP (note 1)	tests and qualifies for FLPP between 1 Jul - 31 Dec of current year	continued through 31 Dec of following year	between 1 Jul - 31 Dec of following year to determine pay for 1 Jan -31 Dec of the next year.

8		tests and fails to qualify for FLPP between 1 Jul - 31 Dec of current year	stopped effective 31 Dec of current year	between 1 Jul - 31 Dec of following year to qualify for FLPP for 1 Jan-31 Dec of the next year.
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NOTES:

1. When a member is authorized to test out-of-cycle as outlined in paragraph **A12.5.2.**, those scores will be used to determine FLPP qualification for the cycle member would normally have been tested for.
2. Members completing basic, intermediate, or advanced DLI language training may use their scores from graduation to qualify for FLPP. Refer to **Table A12.2.**

Table A12.3. FLPP Testing at DLI.

R	A	B	C	D
U	If DLPT	then scores are	member retests	and scores are good for pay
L	administered	good for pay	between	
E	at DLI be- tween:			
1	1 Jan - 30 Jun	through 31 Dec of same year	1 Jul - 31 Dec of same year (note)	effective 1 Jan of following year.
2	1 Jul - 31 Dec	through 31 Dec of following year	1 Jul - 31 Dec of following year	effective 1 Jan of year following retest.

NOTE. Schedule testing so that at least 6 months have elapsed since DLPT administration at DLI.

Attachment 13

**INSTRUCTIONS FOR COMPLETING AF FORM 1780, REQUEST TO ESTABLISH/
CHANGE FOREIGN LANGUAGE DESIGNATED POSITION (LDP)**

1. Major Command. Self-explanatory.
2. Unit. Enter unit nomenclature including detachment number and unit location Include full address. Do not use APO number.
3. PAS Code. Obtain from Unit Manpower Document (UMD) or Extended UMD (EUMD).
4. Organizational Structure Identification. Obtain from UMD/EUMD.
5. Functional Account Code. Obtain from UMD/EUMD.
6. Air Force Specialty Code (AFSC). Enter authorized AFSC from UMD including prefix and suffix. When applicable, use only one AFSC.
7. Grade. Enter authorized grade from UMD.
8. Position Number. Enter position number from UMD. Only one position number can be affected by this request. A separate request must be completed for each position number.
9. Organizational Level. Enter the level of assignment.
10. Duty Title. Enter a descriptive duty title which thoroughly explains what the individual does. UMD duty titles such as Personnel Staff Officer do not suffice. Be specific. For example, Chief, Far East Branch, Intelligence Analysis Division.
11. Foreign Language. Enter code for foreign language required. See **Table A12.1**.
12. Change Requested. For new requirement -- circle "Addition" only; to delete existing requirement -- circle "Deletion" only; for change to existing requirement -- enter "From": the original requirement; enter in "To": the new requirement. (**NOTE:** Item 17 should state whether the foreign language is added to an existing position or whether the position itself is added to the organization manpower data file.)
13. Proficiency Levels. Enter the proficiency skill level required for each - listening, reading, and speaking - as described in AFJI, 14-107. This required proficiency level must be carefully determined and is critical to the establishment of firm training quotas.
14. Academic Training. Enter kind and level of academic training required. If an advanced academic degree is required, state the specialty and level; i.e., Latin American Studies -- Masters Degree. An advanced academic degree should not be required unless absolutely necessary for mission accomplishment. Refer to AFI 36-2302, *Professional Development* (formerly AFRs 36-19 and 53-18) for information on establishing a GEMS position. Other examples of academic training would be specific courses of study such as the German Political System or Soviet Military Tactics.
15. Effective Date. Enter the date by quarter the LDP is to be effective; i.e. 1/95 (first quarter of FY 95).
16. Number of Authorizations. Enter the total number of authorizations affected by this request. For officers, only one authorized billet can be affected. For enlisted personnel, up to nine people can be assigned against one position number; however, the number affected cannot be more than the number authorized for that position number on the UMD.

17. .Job Description--Duties and Responsibilities. Describe what the individual does. Enter sufficient detail to enable reviewing officials to determine propriety and need for an LDP.
18. .Specific Justification for an LDP. Explain why duties require foreign language proficiency and the impact if request is disapproved.
19. Originating Official. Position supervisor. (See note 1.)
20. Approving Official. Unit Commander. (See notes 1 and 2.) Forward the AF Form 1780 to the servicing Management Engineering Team representative, or for Joint and Defense agencies, to the servicing Joint Manpower Personnel Office (JMPO).
21. Reviewing Official. Servicing Management Engineering Team Representative. (See notes 1, 2, and 6.) For Joint or Defense Agencies, this block should be reviewed by the JMPO.
22. Command Foreign Language Program Manager (FLPM) Recommendation. Individual at MAJCOM level designated as the foreign language focal point. FLPM will forward it to MAJCOM AFSC Functional Manager. (see notes 1, 2, 5, and 6.)
23. Command AFSC Functional Manager Recommendation. Individual at MAJCOM level who has AFSC group or functional control over the position assesses for impact on AFSC within the MAJCOM. In those locations where the FLPM is also AFSC functional manager, FLPM will also sign area 23. MAJCOM AFSC functional manager will forward to HQ USAF AFSC Functional manager. (see notes 1, 2, and 6.)
24. .HQ USAF AFSC Functional Manager. Individual at HQ USAF level who has AFSC group or functional control over the position also assesses for impact on AFSC Air Force-wide. Consideration of manpower availability should not overshadow the validity of the requirement. If a valid requirement exists, LDP coding will generate a training requirement to provide a manpower pool. Air Staff AFSC Functional Manager will forward to HQ USAF/INRF. (See notes, 1, 2, 6.) and
25. Foreign Language Service Program Manager. HQ USAF/INRF will make final approval/disapproval coordination and return original with signatures to command FLPM for the command's disposition. (see notes 1, 2, and 3).
26. Date UMD Updated. Command Manpower and Organization individual completes the UMD update transaction, dates, and signs AF Form 1780. For Joint and Defense agencies, upon entry and completion, send the completed AF Form 1780 to the JMPO listed in block 21. (see note 4).

NOTES:

1. Each signing official must forward the request to the next reviewing agency within 3 weeks of receipt.
2. Once this request has been approved by the unit commander, it must be forwarded through appropriate approval chain to the Command FLPM with final approval authority at HQ USAF/INRF.
3. Completed requests are returned to the command FLPM for appropriate disposition to command agencies and Command Manpower and Organization offices for UMD entry, if applicable.
4. The Command Manpower and Organization office, JMPO, returns the form to the originating official with a copy to the command FLPM.
5. Incomplete forms, or those with unauthorized or missing signatures, will be returned to the command FLPM for corrective action.

6. Coordinating offices are to evaluate the positions in terms of the language requirement being necessary to accomplish the mission (peacetime and wartime) vice manning or manpower concerns. Designation of the LDP will generate a long-term training requirement which will eventually provide the required manpower pool.

Attachment 14**AIR FORCE READING ABILITIES TEST (AFRAT)**

A14.1. Purpose. The AFRAT evaluates the reading abilities of individuals by measuring their reading grade level (RGL). It may be used to assess reading proficiency of Air Force members at any time during their careers. Results may be used to make personnel decisions about remedial reading programs, training, PME, or other Air Force programs.

A14.2. Description. The AFRAT is available in two parallel forms. Each form contains two parts that measure vocabulary and reading comprehension. Scores are reported as RGLs. The AFRAT is designated as FOR OFFICIAL USE ONLY.

A14.3. Personnel Tested. Any Air Force member may take the AFRAT.

A14.4. Administering the AFRAT. HQ AFMPC/DPMYMT approves administration of the AFRAT by personnel other than an authorized TCO or TE.

A14.5. Retesting. Wait at least 6 months from the date of the last AFRAT before retesting unless the member has participated in a remedial reading program. Use the alternate form.

A14.6. Recording AFRAT Scores. Document scores and date of test. File a copy in the MPF and provide a copy to the individual.

A14.7. Disposing of Completed Answer Sheets. Refer to Table 3.1..